



## LAKE WHATCOM WATER & SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA, 98229

(360) 734-9224  
Fax 738-8250

# MEMORANDUM

Date: November 18, 2021

RE: Virtual Meeting Attendance

For the foreseeable future, Lake Whatcom Water & Sewer District's Board of Commissioners will be attending regular meetings by phone/video conference. Per Governor Inslee's [Proclamation No. 20-28.3](#), the District will provide access to interested public via phone/internet utilizing the GoToMeeting platform.

### Attending a Meeting

If you would like to attend the November 24, 2021 regular board meeting, access details can be found below. In this evolving climate, we are committed to doing everything possible to provide opportunity for public comment as well as promote health and safety. As such, **the District requests that if possible, public submit comments in written form by noon the day before a scheduled meeting** for inclusion in the meeting discussion. This is *not a requirement* for making a public comment, but is helpful to the staff and commissioners for planning purposes.

#### **November 24, 2021 Regular Board Meeting**

Wed, Nov 24, 2021 8:00 AM - 10:00 AM (PST)

**Join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/441211285>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 441-211-285

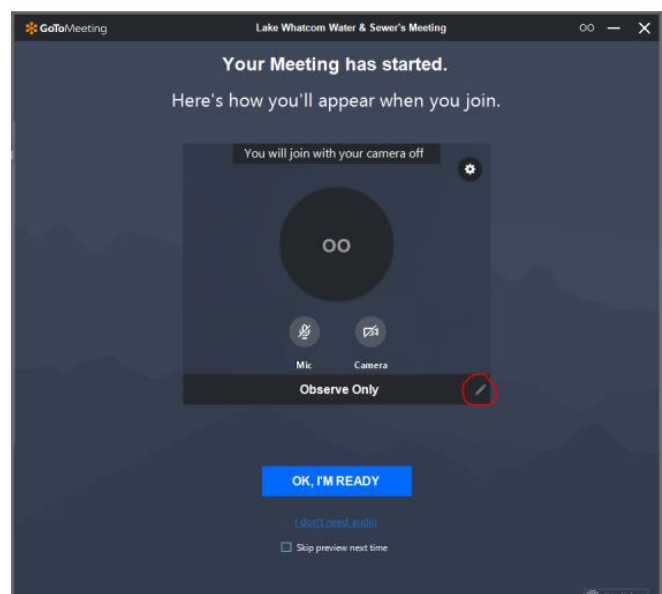
New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://global.gotomeeting.com/install/441211285>

### Attending as an Observer only

If you wish to observe a meeting, but do not plan to speak or appear on video during the meeting, you may attend anonymously.

When you click the link to log in to the meeting, a black box will appear like the one pictured below. Click the pencil icon (circled) and change your name to "Observe Only." Also make sure that your microphone and camera icon are grey and not green. You will be muted by the meeting administrator and will not be included in the roll call.



We appreciate your understanding and patience during these uncertain times.

If you have any questions, please contact Administrative Assistant

Rachael Hope at [rachael.hope@lwwsd.org](mailto:rachael.hope@lwwsd.org) or 360-734-9224.

Page 1 of 85



## LAKE WHATCOM WATER AND SEWER DISTRICT

1220 Lakeway Drive  
Bellingham, WA 98229

### REGULAR MEETING OF THE BOARD OF COMMISSIONERS

## AGENDA

*November 24, 2021*

8:00 a.m. – Regular Session

1. CALL TO ORDER
2. ROLL CALL
3. CONFIRMATION OF COMPLIANCE WITH REMOTE MEETING ATTENDANCE PROTOCOLS
4. PUBLIC COMMENT OPPORTUNITY  
At this time, members of the public may address the Board of Commissioners. Please state your name prior to making comments.
5. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA
6. CONSENT AGENDA
7. SPECIFIC ITEMS OF BUSINESS
  - A. Resolution No. 879—Master Fees and Charges Schedule Update
  - B. Resolution No. 880—Affirmation of Emergency Declaration Issued by the General Manager on November 15, 2021
  - C. Draft 2022 Budget Presentation
  - D. Division 7 Reservoir Replacement Project Design Professional Services Agreement Approval
  - E. Rocky Ridge/Lakewood Sewer Lift Stations Improvement Project Design Professional Services Agreement Approval
  - F. Department of Health 20-year Treatment Plant Optimization (TOP) Award Presentation
8. OTHER BUSINESS
9. STAFF REPORTS
  - A. General Manager
  - B. Engineering Department
  - C. Finance Department
  - D. Operations Department
10. PUBLIC COMMENT OPPORTUNITY

11. EXECUTIVE SESSION

*Executive Session per RCW 42.30.140(4)(a): Considering issues related to collective bargaining with a labor union – 30 minutes*

12. EXECUTIVE SESSION

*Executive Session per RCW 42.30.110(1)(g): To review the performance of a public employee (General Manager performance evaluation) – 30 minutes*

13. ADJOURNMENT



**AGENDA  
BILL  
Item 6**

**Consent Agenda**

DATE SUBMITTED:	November 18, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Rachael Hope		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. See below		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**\*\*TO BE UPDATED 11.23.2021\*\***

**BACKGROUND / EXPLANATION OF IMPACT**

- Payroll for Pay Period #23 (10/30/2021 through 11/12/2021) totaling \$47,726.86
- Payroll Benefits for Pay Period #23 totaling \$51,656.35
- Accounts Payable Vouchers total to be added

**FISCAL IMPACT**

Fiscal impact is as indicated in the payroll/benefits/accounts payable quantities defined above. All costs are within the Board-approved 2021 Budget.

**RECOMMENDED BOARD ACTION**

Staff recommends the Board approve the Consent Agenda.

**PROPOSED MOTION**

A recommended motion is:

"I move to approve the Consent Agenda as presented."

# PAYROLL

## CHECK REGISTER

Lake Whatcom W-S District


Time: 15:08:47 Date: 11/15/2021

11/18/2021 To: 11/18/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3456	11/18/2021	Payroll	5	EFT		434.79	10/30/2021 - 11/12/2021 PR 23
3457	11/18/2021	Payroll	5	EFT		571.41	10/30/2021 - 11/12/2021 PR 23
3458	11/18/2021	Payroll	5	EFT		706.19	10/30/2021 - 11/12/2021 PR 23
3459	11/18/2021	Payroll	5	EFT		3,635.16	10/30/2021 - 11/12/2021 PR 23
3460	11/18/2021	Payroll	5	EFT		2,770.02	10/30/2021 - 11/12/2021 PR 23
3461	11/18/2021	Payroll	5	EFT		2,617.53	10/30/2021 - 11/12/2021 PR 23
3463	11/18/2021	Payroll	5	EFT		3,025.45	10/30/2021 - 11/12/2021 PR 23
3465	11/18/2021	Payroll	5	EFT		1,708.87	10/30/2021 - 11/12/2021 PR 23
3466	11/18/2021	Payroll	5	EFT		1,683.95	10/30/2021 - 11/12/2021 PR 23
3467	11/18/2021	Payroll	5	EFT		2,918.50	10/30/2021 - 11/12/2021 PR 23
3468	11/18/2021	Payroll	5	EFT		2,138.94	10/30/2021 - 11/12/2021 PR 23
3469	11/18/2021	Payroll	5	EFT		3,326.19	10/30/2021 - 11/12/2021 PR 23
3470	11/18/2021	Payroll	5	EFT		3,087.69	10/30/2021 - 11/12/2021 PR 23
3471	11/18/2021	Payroll	5	EFT		2,032.29	10/30/2021 - 11/12/2021 PR 23
3472	11/18/2021	Payroll	5	EFT		470.80	10/30/2021 - 11/12/2021 PR 23
3473	11/18/2021	Payroll	5	EFT		2,492.05	10/30/2021 - 11/12/2021 PR 23
3474	11/18/2021	Payroll	5	EFT		1,350.66	10/30/2021 - 11/12/2021 PR 23
3475	11/18/2021	Payroll	5	EFT		2,102.01	10/30/2021 - 11/12/2021 PR 23
3476	11/18/2021	Payroll	5	EFT		3,178.74	10/30/2021 - 11/12/2021 PR 23
3477	11/18/2021	Payroll	5	EFT		2,863.79	10/30/2021 - 11/12/2021 PR 23
3478	11/18/2021	Payroll	5	EFT		2,556.83	10/30/2021 - 11/12/2021 PR 23
3462	11/18/2021	Payroll	5	12222		588.49	10/6/21, 10/13/21, 10/14/21, 10/25/21, 10/27/21
3464	11/18/2021	Payroll	5	12223		1,466.51	10/30/2021 - 11/12/2021 PR 23
401 Water Fund						14,192.96	
402 Sewer Fund						33,533.90	
						47,726.86 Payroll:	47,726.86

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 11/16/2021  
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

\_\_\_\_\_  
Board President, Laura Abele

Attest : \_\_\_\_\_  
Recording Secretary, Rachael Hope

Approved by motion at \_\_\_\_\_ Regular \_\_\_\_\_ Special Board Meeting on \_\_\_\_\_  
Date Approved

**CHECK REGISTER****BENEFITS**

Lake Whatcom W-S District

Time: 15:20:16 Date: 11/15/2021

11/18/2021 To: 11/18/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3479	11/18/2021	Payroll	5	EFT	UNITED STATES TREASURY	17,512.42	941 Deposit for Pay Cycle(s) 11/18/2021 - 11/18/2021
3480	11/18/2021	Payroll	5	EFT	WA ST SUPPORT ENFORCEMENT REGISTRY	208.34	Pay Cycle(s) 11/18/2021 To 11/18/2021 - SUP ENF
3481	11/18/2021	Payroll	5	12224	AFLAC	354.85	Pay Cycle(s) 11/18/2021 To 11/18/2021 - AFLAC Pre-Tax; Pay Cycle(s) 11/18/2021 To 11/18/2021 - AFLAC Post-Tax
3482	11/18/2021	Payroll	5	12225	AFSCME LOCAL	367.44	Pay Cycle(s) 11/18/2021 To 11/18/2021 - Union Dues; Pay Cycle(s) 11/18/2021 To 11/18/2021 - Union Fund
3483	11/18/2021	Payroll	5	12226	DEPARTMENT OF RETIREMENT SYSTEMS	4,766.00	Pay Cycle(s) 11/18/2021 To 11/18/2021 - DCP
3484	11/18/2021	Payroll	5	12227	HRA VEBA TRUST (PAYEE)	590.00	Pay Cycle(s) 11/18/2021 To 11/18/2021 - VEBA
3485	11/18/2021	Payroll	5	12228	VANTAGEPOINT TRANSFER AGENTS - 306798	100.00	Pay Cycle(s) 11/18/2021 To 11/18/2021 - ICMA
3486	11/18/2021	Payroll	5	12229	WA ST HEALTH CARE AUTHORITY	16,061.84	Pay Cycle(s) 11/18/2021 To 11/18/2021 - PEBB Medical; Pay Cycle(s) 11/18/2021 To 11/18/2021 - PEBB ADD LTD; Pay Cycle(s) 11/18/2021 To 11/18/2021 - PEBB SMK Surcharge; Pay Cycle(s) 11/18/2021 To 11/18
3487	11/18/2021	Payroll	5	12230	WA ST PUBLIC EMP RET PLAN 2	8,656.74	Pay Cycle(s) 11/18/2021 To 11/18/2021 - PERS 2
3488	11/18/2021	Payroll	5	12231	WA ST PUBLIC EMP RET PLAN 3	3,038.72	Pay Cycle(s) 11/18/2021 To 11/18/2021 - PERS 3
401 Water Fund						38,187.12	
402 Sewer Fund						13,469.23	

---

51,656.35 Payroll: 51,656.35

**CHECK REGISTER**

Lake Whatcom W-S District


Time: 15:20:16 Date: 11/15/2021

11/18/2021 To: 11/18/2021

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
-------	------	------	--------	-------	----------	--------	------

I do hereby certify, under penalty of perjury, that the above is an unpaid, just, and due obligation as described herein, and that I am authorized to certify this claim.

Sign  Date 11/16/2021  
General Manager, Justin Clary

Board Authorization - The duly elected board for this district has reviewed the claims listed and approved the payment by motion at the meeting listed below:

\_\_\_\_\_  
Board President, Laura Abele


Attest : \_\_\_\_\_  
Recording Secretary, Rachael Hope

Approved by motion at \_\_\_\_\_ Regular \_\_\_\_\_ Special Board Meeting on \_\_\_\_\_  
Date Approved



**AGENDA  
BILL  
Item 7.A**

**Resolution No. 879  
Update to Master Fees  
and Charges Schedule**

DATE SUBMITTED:	November 12, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Resolution No. 879		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="checked" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

In accordance with the powers granted under [Revised Code of Washington Section 57.08.007](#), from time-to-time the Board of Commissioners reviews and updates the District's fees and charges to ensure that the District receives appropriate payment for services rendered. The master fees and charges schedule is codified under Title 7 of the District's Administrative Code, with the current revision (Schedule 27) adopted by the Board under Resolution No. 860 during its regularly scheduled meeting on September 11, 2019.

A key component of the Master Fees and Charges Schedule are the District's rates for water sales and sewer service. Historically, the District performs a comprehensive analysis of its water and sewer rates approximately every five years to ensure rates are sufficient to fund current capital and operational cost projections. To ease the burden of increases on customers, the District has previously taken the approach of adopting multi-year rate increases for each utility that "smooth" the necessary increases throughout five year planning horizon.

With the final increase of its most recent multi-year rate increase program in effect, the District contracted FCS Group for assistance in completion of a rate study that would allow for creation of its next 5-year rate program. With a number of significant capital projects on the near-horizon, the Board and staff have held multiple discussions pertaining to the magnitude of anticipated capital projects, operational projections, and the corresponding necessary rate increases. Based upon Board direction provided during its November 10 meeting, the Master Fees and Charges Schedule has been revised to reflect a 4.5% annual increase to water rates for 2022 through 2027, and a 3.75% annual increase to sewer rates during that same period. Those increases have been incorporated into the draft Master Fees and Charges Schedule associated with the attached Resolution No. 879.



In addition, the District has set general facilities charges (GFCs) associated with connection of new development to the District's water and sewer systems. GFCs have been developed to charge new connections the proportionate share of the costs of connecting to the existing infrastructure, as well as the proportionate share of the costs of impact to future systems necessary to serve each new connection. As it has been a number of years since the last review of its GFCs, the District's draft 2022 Budget includes costs to conduct a comprehensive analysis. To keep pace with inflation, the past approach with regard to GFCs has been to increase water and sewer GFCs by 2.5% annually. The Master Fees and Charges Schedule associated with the attached Resolution No. 879 reflects this past approach, understanding that the Board may revise the Master Fees and Charges Schedule in 2022 to reflect GFC increases defined upon completion of the planned GFC rate study.

Additional revisions to the Master Fees and Charges Schedule proposed through Resolution No. 879 consist of cleanup of the schedule (e.g., deletion of fees that are no longer applicable due to their expiration). Of note, however, is the addition of the definition of the maximum allowable credit that a qualifying customer may receive for installation of a private water booster pump. This credit was defined to be listed within the Master Fees and Charges Schedule by adoption of Resolution No. 778, but was never previously incorporated.

#### **FISCAL IMPACT**

Adoption of the proposed master fees and charges schedule will allow for 2022 utility revenues consistent with projected cost of services projected in the draft 2022 budget.

#### **APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Financial Viability

#### **RECOMMENDED BOARD ACTION**

Staff recommends update of the master fees and charges schedule via adoption of Resolution No. 879.

#### **PROPOSED MOTION**

A recommended motion is:

"I move to adopt Resolution No. 879, as presented."

**LAKE WHATCOM WATER AND SEWER DISTRICT  
RESOLUTION NO. 879**

A Resolution of the Board of Commissioners  
Updating the Master Fees and Charges with Schedule No. 28  
Effective January 1, 2022

**WHEREAS**, the Lake Whatcom Water and Sewer District ("District") is responsible for planning, improvements, maintenance, and operation of comprehensive water and sewer systems capable of providing reliable service to District ratepayers; and

**WHEREAS**, the District needs to periodically adjust its fees and/or charges to better reflect the actual cost of services rendered; and

**WHEREAS**, the District intends to maintain a stable rate structure so that it may continue to responsibly and reliably provide services with lower rate increases into the future; and

**WHEREAS**, the District Board of Commissioners has reviewed and determined it appropriate to update the Master Fees and Charges schedule, as reflected in Exhibit A attached hereto for reference purposes only, which identifies specific amendments to the current Schedule No. 27 with deletions in strikethrough and additions underlined; and

**WHEREAS**, the foregoing recitals are a material part of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake Whatcom Water and Sewer District, Whatcom County, Washington as follows:

**Section 1.** The Master Fees and Charges, Schedule No. 28, as attached hereto as Exhibit B, is adopted in its entirety and shall replace Schedule No. 27.

**Section 2.** Title 7 of the District Administrative Code shall be amended such that Schedule No. 28 will replace Schedule No. 27 as the operative Master Fees and Charges schedule for the District.

**Section 3.** Any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this Resolution.

**Section 4.** If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Commissioners hereby declare that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution

should be declared invalid or unconstitutional, then the original resolution or resolutions shall be in full force and effect.

**Section 5:** This Resolution shall be effective immediately. The application of Schedule No. 28 and effective date of the code amendment described in Section 2 shall be January 1, 2022.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 24<sup>th</sup> day of November, 2021.

---

Laura Abele, President, Board of Commissioners

Attest:

---

Rachael Hope, Recording Secretary

Approved as to form:

---

Robert Carmichael, Attorney for the District

# EXHIBIT A

## MASTER FEES & CHARGES - SCHEDULE ~~2728~~

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution ~~860~~ 879)

Administrative Fees				
Item	Item Description		Fee/Charge	Reference
1	<b>Equipment Charge, Hourly</b>			
	District-owned equipment will be charged at the current U.S. Federal Emergency Management Agency schedule of equipment rates for equivalent equipment as determined by the District.			Resolution 860
2	<b>Information Reproduction</b>			
	Digital Recording - Board Meeting		\$35.00	Resolution 680
	Document - Standard Size - Less than 10 Pages		No Charge	Resolution 680
	Document - Standard Size - More than 10 Pages		\$0.15 per page	Resolution 717
3	<b>Labor, Hourly</b>			
	District labor will be charged at the current, fully burdened cost for salary and benefits, plus a 10% overhead rate.			Resolution 860
	Consultant Engineer - Invoice for Services Rendered + 10%			Resolution 860
4	<b>Document Recording Fees</b>			
	Document Recording		\$105.00	Resolution 753
	Lien Record/Release		\$215.00	Resolution 860
	Transfer, real estate closing		\$30.00	Resolution 806
	Segregation of assessment, equivalent residential units and water/sewer		\$100.00	Resolution 819
	Assessment Transfer		\$250.00	Resolution 680
5	Payment Return Item		\$15.00	Resolution 860

Billing - Sewer Service				
Item	Item Description		Fee/Charge	Reference
6	<b>Regular Customer Charge Per Billing Cycle—Sewer</b>			
<b>Effective- January 1, 2019</b>	Account Charge	\$7.76		Resolution 806
	Volume Charge per dwelling unit	\$155.64		
	Total Billing Cycle Charge		\$163.40	
	Low Income/Senior/Disabled Rate (40% Discount)		\$98.04	
<b>Effective- January 1, 2020</b>	Account Charge	\$7.95		Resolution 844
	Volume Charge per dwelling unit	\$159.53		
	Total Billing Cycle Charge		\$167.49	
	Low Income/Senior/Disabled Rate (40% Discount)		\$100.49	
<b>Effective- January 1, 2021</b>	Account Charge	\$8.15		Resolution 844
	Volume Charge per dwelling unit	\$163.52		
	Total Billing Cycle Charge		\$171.67	
	Low Income/Senior/Disabled Rate (40% Discount)		\$103.00	
<u>6</u>	<u>Regular Customer Charge Per Billing Cycle - Sewer</u>			
<u>Effective January 1, 2022</u>	<u>Account Charge</u>	<u>\$8.46</u>		<u>Resolution 879</u>
	<u>Volume Charge per dwelling unit</u>	<u>\$169.65</u>		
	<u>Total Billing Cycle Charge</u>		<u>\$178.11</u>	
	<u>Low Income/Senior/Disabled Rate (40% Discount)</u>		<u>\$106.86</u>	

# MASTER FEES & CHARGES - SCHEDULE 2728

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution 860 879)

	<b>Effective January 1, 2023</b>	Account Charge	\$8.77		<b>Resolution 879</b>
		Volume Charge per dwelling unit	\$176.01		
		Total Billing Cycle Charge	\$184.79		
		Low Income/Senior/Disabled Rate (40% Discount)	\$110.87		
	<b>Effective January 1, 2024</b>	Account Charge	\$9.10		<b>Resolution 879</b>
		Volume Charge per dwelling unit	\$182.61		
		Total Billing Cycle Charge	\$191.72		
		Low Income/Senior/Disabled Rate (40% Discount)	\$115.03		
	<b>Effective January 1, 2025</b>	Account Charge	\$9.44		<b>Resolution 879</b>
		Volume Charge per dwelling unit	\$189.46		
		Total Billing Cycle Charge	\$198.91		
		Low Income/Senior/Disabled Rate (40% Discount)	\$119.34		
	<b>Effective January 1, 2026</b>	Account Charge	\$9.80		<b>Resolution 879</b>
		Volume Charge per dwelling unit	\$196.57		
		Total Billing Cycle Charge	\$206.36		
		Low Income/Senior/Disabled Rate (40% Discount)	\$123.82		
7	Late Fee 1 late fee per account per year refundable with General Manager's approval			10% of past due utility services balance	RCW 57.08.081(3)

Billing - Water Sales				
Item	Item Description		Fee/Charge	Reference
8	<b>Regular Customer Charge Per Billing Cycle—Up to 600 cubic feet of water</b>			
<b>Effective January 1, 2019</b>	5/8 x 3/4 Inch Meter		\$70.31	<b>Resolution 806</b>
	Low Income/Senior/Disabled Rate		\$42.19	
	1 Inch Meter		\$93.25	
	1.5 Inch Meter		\$128.64	
	2 Inch Meter		\$177.74	
	3 Inch Meter		\$351.51	
	Usage over 600 cubic feet (per 100 cubic feet)		\$9.98	
	Low Income/Senior/Disabled Rate		\$5.99	
	Usage over 2,500 cubic feet (per 100 cubic feet)		\$12.48	
	Low Income/Senior/Disabled Rate		\$7.49	
<b>Effective January 1, 2020</b>	5/8 x 3/4 Inch Meter		\$73.12	<b>Resolution 844</b>
	Low Income/Senior/Disabled Rate		\$43.88	
	1 Inch Meter		\$96.98	
	1.5 Inch Meter		\$133.79	
	2 Inch Meter		\$184.85	
	3 Inch Meter		\$365.57	
	Usage over 600 cubic feet (per 100 cubic feet)		\$10.38	
	Low Income/Senior/Disabled Rate		\$6.23	
	Usage over 2,500 cubic feet (per 100 cubic feet)		\$12.98	
	Low Income/Senior/Disabled Rate		\$7.79	

# MASTER FEES & CHARGES - SCHEDULE 2728

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution ~~860~~ 879)

	<b>Effective- January 1, 2021</b>	5/8 x 3/4 Inch Meter	\$76.05	Resolution 844
		Low Income/Senior/Disabled Rate	\$45.63	
		1 Inch Meter	\$100.86	
		1.5 Inch Meter	\$139.14	
		2 Inch Meter	\$192.24	
		3 Inch Meter	\$380.19	
		Usage over 600 cubic feet (per 100 cubic feet)	\$10.79	
		Low Income/Senior/Disabled Rate	\$6.48	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$13.50	
		Low Income/Senior/Disabled Rate	\$8.10	
<u>8</u>	<b>Regular Customer Charge Per Billing Cycle - Up to 600 cubic feet of water</b>			
<b>Effective January 1, 2022</b>	<u>5/8 x 3/4 Inch Meter</u>	<u>\$79.47</u>	<u>Resolution 879</u>	
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$47.68</u>		
	<u>1 Inch Meter</u>	<u>\$105.40</u>		
	<u>1.5 Inch Meter</u>	<u>\$145.40</u>		
	<u>2 Inch Meter</u>	<u>\$200.89</u>		
	<u>3 Inch Meter</u>	<u>\$397.30</u>		
	<u>Usage over 600 cubic feet (per 100 cubic feet)</u>	<u>\$11.28</u>		
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$6.77</u>		
	<u>Usage over 2,500 cubic feet (per 100 cubic feet)</u>	<u>\$14.11</u>		
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$8.46</u>		
<b>Effective January 1, 2023</b>	<u>5/8 x 3/4 Inch Meter</u>	<u>\$83.05</u>	<u>Resolution 879</u>	
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$49.83</u>		
	<u>1 Inch Meter</u>	<u>\$110.14</u>		
	<u>1.5 Inch Meter</u>	<u>\$151.94</u>		
	<u>2 Inch Meter</u>	<u>\$209.93</u>		
	<u>3 Inch Meter</u>	<u>\$415.18</u>		
	<u>Usage over 600 cubic feet (per 100 cubic feet)</u>	<u>\$11.78</u>		
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$7.07</u>		
	<u>Usage over 2,500 cubic feet (per 100 cubic feet)</u>	<u>\$14.74</u>		
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$8.85</u>		
<b>Effective January 1, 2024</b>	<u>5/8 x 3/4 Inch Meter</u>	<u>\$86.79</u>	<u>Resolution 879</u>	
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$52.07</u>		
	<u>1 Inch Meter</u>	<u>\$115.10</u>		
	<u>1.5 Inch Meter</u>	<u>\$158.78</u>		
	<u>2 Inch Meter</u>	<u>\$219.38</u>		
	<u>3 Inch Meter</u>	<u>\$433.86</u>		
	<u>Usage over 600 cubic feet (per 100 cubic feet)</u>	<u>\$12.31</u>		
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$7.39</u>		
	<u>Usage over 2,500 cubic feet (per 100 cubic feet)</u>	<u>\$15.41</u>		
	<u>Low Income/Senior/Disabled Rate</u>	<u>\$9.24</u>		

# MASTER FEES & CHARGES - SCHEDULE 2728

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution 860 879)

	<b>Effective January 1, 2025</b>	<u>5/8 x 3/4 Inch Meter</u>	<u>\$90.69</u>	<b>Resolution 879</b>
		<u>Low Income/Senior/Disabled Rate</u>	<u>\$54.41</u>	
		<u>1 Inch Meter</u>	<u>\$120.28</u>	
		<u>1.5 Inch Meter</u>	<u>\$165.93</u>	
		<u>2 Inch Meter</u>	<u>\$229.25</u>	
		<u>3 Inch Meter</u>	<u>\$453.38</u>	
		<u>Usage over 600 cubic feet (per 100 cubic feet)</u>	<u>\$12.87</u>	
		<u>Low Income/Senior/Disabled Rate</u>	<u>\$7.72</u>	
		<u>Usage over 2,500 cubic feet (per 100 cubic feet)</u>	<u>\$16.10</u>	
		<u>Low Income/Senior/Disabled Rate</u>	<u>\$9.66</u>	
	<b>Effective January 1, 2026</b>	<u>5/8 x 3/4 Inch Meter</u>	<u>\$94.77</u>	<b>Resolution 879</b>
		<u>Low Income/Senior/Disabled Rate</u>	<u>\$56.86</u>	
		<u>1 Inch Meter</u>	<u>\$125.69</u>	
		<u>1.5 Inch Meter</u>	<u>\$173.39</u>	
		<u>2 Inch Meter</u>	<u>\$239.57</u>	
		<u>3 Inch Meter</u>	<u>\$473.79</u>	
		<u>Usage over 600 cubic feet (per 100 cubic feet)</u>	<u>\$13.45</u>	
		<u>Low Income/Senior/Disabled Rate</u>	<u>\$8.07</u>	
		<u>Usage over 2,500 cubic feet (per 100 cubic feet)</u>	<u>\$16.82</u>	
		<u>Low Income/Senior/Disabled Rate</u>	<u>\$10.09</u>	
9	Late Fee 1 late fee per account per year refundable with General Manager's approval		10% of past due utility services balance	RCW 57.08.081(3)

Miscellaneous Water Charges			
Item	Item Description	Fee/Charge	Reference
10	Water Interruption - Voluntary - With Billing Suspension		
	Lock Curb Stop Valve - during normal business hours	1 month water/sewer base rate	Resolution 860
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
	Lock Curb Stop Valve	\$50.00	Resolution 661
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
11	Water Interruption - Involuntary		
	Delinquent Account - Lock curb stop valve	\$75.00	Resolution 860
	Unlock Curb Stop Valve		
	During Normal Business Hours	No charge	
	Outside Normal Business Hours	\$150.00	
12	Water Interruption - Other		
	Failure to comply with emergency order	\$75.00	Resolutions 661 & 860
	Failure to eliminate cross connection	\$75.00	
	Failure to repair leak	\$75.00	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or disaster	No charge	

# MASTER FEES & CHARGES - SCHEDULE ~~2728~~

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution ~~860~~ 879)

13	<b>Unauthorized Lock Removal Fee</b> When customer cuts or removes lock from meter without District authorization	\$250.00	Resolution 860
14	<b>Damaged Meter</b> If meter is damaged by the customer	Material, equipment, & labor to repair meter + \$250.00	Resolution 860
15	<b>Clear obstructed water meter</b> after request to customer to remove is refused	\$75.00 + third party charges	Resolution 860
16	<b>Hydrant meter, fire hose, fittings</b>		
	Meter rental deposit	\$1,500.00	Resolution 860
	Equipment rental - single continuous use	\$50.00 per month	Resolution 860
	<b>Bulk water purchase with hydrant meter</b>		
	<del>Effective January 1, 2020 — Per 100 cubic feet</del>	<del>\$10.38</del>	<del>Resolution 844</del>
	<del>Effective January 1, 2021 — Per 100 cubic feet</del>	<del>\$10.79</del>	
	<u>Effective January 1, 2022 - Per 100 cubic feet</u>	<u>\$11.28</u>	<u>Resolution 879</u>
	<u>Effective January 1, 2023 - Per 100 cubic feet</u>	<u>\$11.78</u>	
	<u>Effective January 1, 2024 - Per 100 cubic feet</u>	<u>\$12.31</u>	
	<u>Effective January 1, 2025 - Per 100 cubic feet</u>	<u>\$12.87</u>	
	<u>Effective January 1, 2026 - Per 100 cubic feet</u>	<u>\$13.45</u>	

Developer Extension Agreements			
Item	Item Description	Fee/Charge	Reference
17	<b>Initial Fees</b>		
	Application - Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration plus recording fees	\$750.00	Resolution 680
18	<b>Final Design Review</b>		
	By District Engineer	Cost + 2%	Resolution 680
19	<b>Design Review and Inspection</b>		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$5,000.00	Resolution 860
20	Contract noncompliance	Cost + 2%	Board Mtg 5/14/97
21	Latecomers Reimbursement Agreements, Reimbursement processing	Cost + 2%	Resolution 860
22	Special Agreements	Cost + 2%	Board Mtg 5/14/97
23	Third Party Claims	Cost + 2%	
24	<b>Time Extension</b>		
	Before Expiration Date	\$250.00	
	After Expiration Date	\$750.00	



# MASTER FEES & CHARGES - SCHEDULE 2728

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution ~~860~~ 879)

## Permitting - Water Permits

Meter Information	Meter Size	Continuous Flow Rating	Meter Capacity Ratio
	5/8 x 3/4 Inch	15	1
	1 Inch	30	2
	1.5 Inch	75	5
	2 Inch	120	8
	3 Inch Compound	330	22
	4 Inch Compound	440	29

Item	Item Description	Fee/Charge	Reference	
25	Water General Facilities & Installation			
	* Installation fees marked with an * vary by project, please see District Engineer with questions.			
Effective- October 1, 2019	Meter-Size	Connection-Fee	Installation	Resolution-860
	5/8 x 3/4	\$5,885.00	\$2,000.00	
	1-Inch	\$11,771.00	*	
	1.5-Inch	\$29,427.00	*	
	2-Inch	\$47,084.00	*	
	3-Inch Compound	\$129,480.00	*	
	4-Inch Compound	\$172,621.00	*	
Effective- January 1, 2020	Meter-Size	Connection-Fee	Installation	Resolution-860
	5/8 x 3/4 Inch	\$6,033.00	\$2,000.00	
	1-Inch	\$12,065.00	*	
	1.5-Inch	\$30,163.00	*	
	2-Inch	\$48,261.00	*	
	3-Inch Compound	\$132,717.00	*	
	4-Inch Compound	\$176,936.00	*	
Effective- January 1, 2021	Meter-Size	Connection-Fee	Installation	Resolution-860
	5/8 x 3/4 Inch	\$6,183.00	\$2,000.00	
	1-Inch	\$12,367.00	*	
	1.5-Inch	\$30,917.00	*	
	2-Inch	\$49,467.00	*	
	3-Inch Compound	\$136,035.00	*	
	4-Inch Compound	\$181,360.00	*	
Effective January 1, 2022	Meter Size	Connection Fee	Installation	Resolution 879
	5/8 x 3/4 Inch	\$6,337.58	\$2,000.00	
	1 Inch	\$12,676.18	*	
	1.5 Inch	\$31,689.93	*	
	2 Inch	\$50,703.68	*	
	3 Inch Compound	\$139,435.88	*	
	4 Inch Compound	\$185,894.00	*	

# MASTER FEES & CHARGES - SCHEDULE 2728

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution 860 879)

	<u>Effective January 1, 2023</u>	<u>Meter Size</u>	<u>Connection Fee</u>	<u>Installation</u>	<u>Resolution 879</u>
		<u>5/8 x 3/4 Inch</u>	<u>\$6,496.01</u>	<u>\$2,000.00</u>	
		<u>1 Inch</u>	<u>\$12,993.08</u>	<u>*</u>	
		<u>1.5 Inch</u>	<u>\$32,482.17</u>	<u>*</u>	
		<u>2 Inch</u>	<u>\$51,971.27</u>	<u>*</u>	
		<u>3 Inch Compound</u>	<u>\$142,921.77</u>	<u>*</u>	
		<u>4 Inch Compound</u>	<u>\$190,541.35</u>	<u>*</u>	
26	Permit Administration & Processing			\$170.00	Resolution 860
	Initial Water Pressure Reducing Valve Inspection & Documentation			\$50.00	Resolution 860
	Water Pressure Reducing Valve Reinspection			\$100.00	Resolution 860
27	<b>Water Permit - Special Charges</b>				
	Blaine Water Main Extension Latecomer's (North Shore)			\$10,910.00	Expires 8/25/2024
	North Shore and Eagleridge/COB Reimbursement			\$300.00	6/10/88 Agreemt
	South Geneva Class A Water			\$17,088.97	Expires 7/22/2026
	South Geneva Class B Water			\$5,981.14	Expires 7/22/2026

## Permitting - Sewer Permits

<b>Meter Information</b>			Meter Size	Meter Capacity Ratio	
		5/8 x 3/4 Inch	1		
		1 Inch	2		
		1.5 Inch	5		
		2 Inch	8		
		3 Inch Compound	22		
		4 Inch Compound	29		
<b>Item</b>	<b>Item Description</b>			<b>Fee/Charge</b>	<b>Reference</b>
28	<b>Sewer General Facilities</b>				
<b>Effective- January 1, 2019</b>		<b>Meter-Size</b>	<b>Connection-Fee</b>	<b>Installation</b>	<b>Resolution-835</b>
	5/8 x 3/4	\$7,919.00	<b>Done-by owner's bonded-side- sewer contractor</b>		
	1 Inch	\$15,839.00			
	1.5 Inch	\$39,596.00			
	2 Inch	\$63,354.00			
	3 Inch Compound	\$174,224.00			
	4 Inch Compound	\$232,273.00			
<b>Effective- January 1, 2020</b>		<b>Meter-Size</b>	<b>Connection-Fee</b>	<b>Installation</b>	<b>Resolution-835</b>
	5/8 x 3/4 Inch	\$8,117.00	<b>Done-by owner's bonded-side- sewer contractor</b>		
	1 Inch	\$16,235.00			
	1.5 Inch	\$40,586.00			
	2 Inch	\$64,938.00			
	3 Inch Compound	\$178,580.00			
	4 Inch Compound	\$238,079.00			

# MASTER FEES & CHARGES - SCHEDULE 2728

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution 860 879)

	<b>Effective January 1, 2021</b>	<u>Meter Size</u>	<u>Connection Fee</u>	<u>Installation</u>	<b>Resolution 835</b>
		5/8 x 3/4 Inch	\$8,320.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$16,640.00		
		1.5 Inch	\$41,601.00		
		2 Inch	\$66,562.00		
		3 Inch Compound	\$183,044.00		
		4 Inch Compound	\$244,031.00		
	<b>Effective January 1, 2022</b>	<u>Meter Size</u>	<u>Connection Fee</u>	<u>Installation</u>	<b>Resolution 879</b>
		5/8 x 3/4 Inch	\$8,528.00	Done by owner's bonded side sewer contractor	
		1 Inch	\$17,056.00		
		1.5 Inch	\$42,641.03		
		2 Inch	\$68,226.05		
		3 Inch Compound	\$187,620.10		
		4 Inch Compound	\$250,131.78		
	<b>Effective January 1, 2023</b>	<u>Meter Size</u>	<u>Connection Fee</u>	<u>Installation</u>	<b>Resolution 879</b>
		5/8 x 3/4 Inch	\$8,741.20	Done by owner's bonded side sewer contractor	
		1 Inch	\$17,482.40		
		1.5 Inch	\$43,707.05		
		2 Inch	\$69,931.70		
		3 Inch Compound	\$192,310.60		
		4 Inch Compound	\$256,385.07		
29	Service Installation - If District-installed stub exists			\$755.00	<b>Resolution 860</b>
	Permit Processing			\$170.00	
	Scheduled Sewer Inspection-Construction Not Ready			\$100.00	
	Initial Sewer Inspection/Grinder Pump Installation Inspection			\$370.00	
	Sewer Reinspection of Deficient Work			\$500.00	
30	<b>Sewer Permit - Special Charges</b>				
	Lakewood/Grand Blvd Special Benefit Fee			\$6,000.00	District Funded
	La Salle Sewer Extension			\$4,761.73	Expires 7/13/2021
	South Geneva Class A Sewer			\$22,406.50	Expires 7/22/2026
	South Geneva Class A Sewer Vault			\$1,704.55	Expires 7/22/2026
	ULID #18 Latecomers Fee - see table below			See table	Resolution 672
31	<b>Other Sewer Charges</b>				
	Review waiver of claim agreements for customer-owned side sewers with less than 2% slope			\$50.00	Resolution 645
	Unauthorized Connection to Sewer				
	Investigation, testing, inspection			\$500.00	Resolution 645
	Repair and Correction			Cost + 10%	Resolution 860
	Disconnect monitoring/enforcement after 90 days			\$25.00/day	Board Mtg 8/29/03
	Voluntary Sewer Service Interruption				
	Permit to install two-way clean out			Permit processing & inspection fee	
	Suspend billing - insert plug into side sewer			\$250.00	Resolution 709
	Resume billing/remove plug - during regular business hours			No charge	
	Resume billing/remove plug - outside regular business hours			\$150.00	

# MASTER FEES & CHARGES - SCHEDULE ~~2728~~

Effective Date ~~October 1, 2019~~ January 1, 2022 (Resolution ~~860~~ 879)

ULID #18 Latecomer Fee					
32	Year	Equivalent to Assessment	Latecomer Penalty	Total Fee	Reference
	2019	\$2,792.78	\$4,510.34	\$7,303.12	Resolution 672
	2020	\$2,792.78	\$4,775.65	\$7,568.43	
	2021	\$2,792.78	\$5,040.97	\$7,833.75	
	2022	\$2,792.78	\$5,306.28	\$8,099.06	
NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assessed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.					

Violations of Administrative Code			
Item	Item Description	Fee/Charge	Reference
33	Labor	Staff hourly rates - See Item No. 3	Resolution 798
	Equipment Use	Hourly rate - See Item No. 1	
	Materials	Cost of materials used	
	Attorney's Fees and Expenses	Reimburse District's Costs	
	Administrative Fee	10% of total expenses	
	Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses. (Reference: Administrative Code Section 3.3.1 Liability to District)		

<u>Water Booster Pump Credit</u>			
<u>Item</u>	<u>Item Description</u>	<u>Credit</u>	<u>Reference</u>
<u>34</u>	<u>Maximum allowable credit for installing a private water booster pump serving qualifying properties</u>	<u>\$1,500.00</u>	<u>Resolution 778</u>

# EXHIBIT B

## MASTER FEES & CHARGES - SCHEDULE 28

Effective Date January 1, 2022 (Resolution 879)

Administrative Fees			
Item	Item Description	Fee/Charge	Reference
1	<b>Equipment Charge, Hourly</b> District-owned equipment will be charged at the current U.S. Federal Emergency Management Agency schedule of equipment rates for equivalent equipment as determined by the District.		Resolution 860
2	<b>Information Reproduction</b> Digital Recording - Board Meeting	\$35.00	Resolution 680
	Document - Standard Size - Less than 10 Pages	No Charge	Resolution 680
	Document - Standard Size - More than 10 Pages	\$0.15 per page	Resolution 717
3	<b>Labor, Hourly</b> District labor will be charged at the current, fully burdened cost for salary and benefits, plus a 10% overhead rate.		Resolution 860
	Consultant Engineer - Invoice for Services Rendered + 10%		Resolution 860
4	<b>Document Recording Fees</b> Document Recording	\$105.00	Resolution 753
	Lien Record/Release	\$215.00	Resolution 860
	Transfer, real estate closing	\$30.00	Resolution 806
	Segregation of assessment, equivalent residential units and water/sewer	\$100.00	Resolution 819
	Assessment Transfer	\$250.00	Resolution 680
5	Payment Return Item	\$15.00	Resolution 860

Billing - Sewer Service					
Item	Item Description			Fee/Charge	Reference
6	<b>Regular Customer Charge Per Billing Cycle - Sewer</b>				
<b>Effective January 1, 2022</b>	Account Charge		\$8.46		Resolution 879
	Volume Charge per dwelling unit		\$169.65		
	Total Billing Cycle Charge		\$178.11		
	Low Income/Senior/Disabled Rate (40% Discount)		\$106.86		
<b>Effective January 1, 2023</b>	Account Charge		\$8.77		Resolution 879
	Volume Charge per dwelling unit		\$176.01		
	Total Billing Cycle Charge		\$184.79		
	Low Income/Senior/Disabled Rate (40% Discount)		\$110.87		
<b>Effective January 1, 2024</b>	Account Charge		\$9.10		Resolution 879
	Volume Charge per dwelling unit		\$182.61		
	Total Billing Cycle Charge		\$191.72		
	Low Income/Senior/Disabled Rate (40% Discount)		\$115.03		
<b>Effective January 1, 2025</b>	Account Charge		\$9.44		Resolution 879
	Volume Charge per dwelling unit		\$189.46		
	Total Billing Cycle Charge		\$198.91		
	Low Income/Senior/Disabled Rate (40% Discount)		\$119.34		
<b>Effective January 1, 2026</b>	Account Charge		\$9.80		Resolution 879
	Volume Charge per dwelling unit		\$196.57		
	Total Billing Cycle Charge		\$206.36		
	Low Income/Senior/Disabled Rate (40% Discount)		\$123.82		

# MASTER FEES & CHARGES - SCHEDULE 28

Effective Date January 1, 2022 (Resolution 879)

Billing - Sewer Service (cont'd)			
Item	Item Description	Fee/Charge	Reference
7	Late Fee 1 late fee per account per year refundable with General Manager's approval	10% of past due utility services balance	RCW 57.08.081(3)

Billing - Water Sales				
Item	Item Description		Fee/Charge	Reference
8	Regular Customer Charge Per Billing Cycle - Up to 600 cubic feet of water			
	Effective January 1, 2022	5/8 x 3/4 Inch Meter	\$79.47	Resolution 879
		Low Income/Senior/Disabled Rate	\$47.68	
		1 Inch Meter	\$105.40	
		1.5 Inch Meter	\$145.40	
		2 Inch Meter	\$200.89	
		3 Inch Meter	\$397.30	
		Usage over 600 cubic feet (per 100 cubic feet)	\$11.28	
		Low Income/Senior/Disabled Rate	\$6.77	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$14.11	
		Low Income/Senior/Disabled Rate	\$8.46	
	Effective January 1, 2023	5/8 x 3/4 Inch Meter	\$83.05	Resolution 879
		Low Income/Senior/Disabled Rate	\$49.83	
		1 Inch Meter	\$110.14	
		1.5 Inch Meter	\$151.94	
		2 Inch Meter	\$209.93	
		3 Inch Meter	\$415.18	
		Usage over 600 cubic feet (per 100 cubic feet)	\$11.78	
		Low Income/Senior/Disabled Rate	\$7.07	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$14.74	
		Low Income/Senior/Disabled Rate	\$8.85	
	Effective January 1, 2024	5/8 x 3/4 Inch Meter	\$86.79	Resolution 879
		Low Income/Senior/Disabled Rate	\$52.07	
		1 Inch Meter	\$115.10	
		1.5 Inch Meter	\$158.78	
		2 Inch Meter	\$219.38	
		3 Inch Meter	\$433.86	
		Usage over 600 cubic feet (per 100 cubic feet)	\$12.31	
		Low Income/Senior/Disabled Rate	\$7.39	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$15.41	
Low Income/Senior/Disabled Rate		\$9.24		

# MASTER FEES & CHARGES - SCHEDULE 28

Effective Date January 1, 2022 (Resolution 879)

Billing - Water Sales (cont'd)				
Item	Item Description		Fee/Charge	Reference
8 (cont'd)	Effective January 1, 2025	5/8 x 3/4 Inch Meter	\$90.69	Resolution 879
		Low Income/Senior/Disabled Rate	\$54.41	
		1 Inch Meter	\$120.28	
		1.5 Inch Meter	\$165.93	
		2 Inch Meter	\$229.25	
		3 Inch Meter	\$453.38	
		Usage over 600 cubic feet (per 100 cubic feet)	\$12.87	
		Low Income/Senior/Disabled Rate	\$7.72	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$16.10	
		Low Income/Senior/Disabled Rate	\$9.66	
	Effective January 1, 2026	5/8 x 3/4 Inch Meter	\$94.77	Resolution 879
		Low Income/Senior/Disabled Rate	\$56.86	
		1 Inch Meter	\$125.69	
		1.5 Inch Meter	\$173.39	
		2 Inch Meter	\$239.57	
		3 Inch Meter	\$473.79	
		Usage over 600 cubic feet (per 100 cubic feet)	\$13.45	
		Low Income/Senior/Disabled Rate	\$8.07	
		Usage over 2,500 cubic feet (per 100 cubic feet)	\$16.82	
		Low Income/Senior/Disabled Rate	\$10.09	
9	Late Fee 1 late fee per account per year refundable with General Manager's approval		10% of past due utility services balance	RCW 57.08.081(3)

Miscellaneous Water Charges			
Item	Item Description	Fee/Charge	Reference
10	Water Interruption - Voluntary - With Billing Suspension		
	Lock Curb Stop Valve - during normal business hours	1 month water/sewer base rate	Resolution 860
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
	Lock Curb Stop Valve	\$50.00	Resolution 661
	Unlock Curb Stop Valve - during normal business hours	No charge	
	Unlock Curb Stop Valve - outside normal business hours	\$150.00	
11	Water Interruption - Involuntary		
	Delinquent Account - Lock curb stop valve	\$75.00	Resolution 860
	Unlock Curb Stop Valve		
	During Normal Business Hours	No charge	
	Outside Normal Business Hours	\$150.00	

# MASTER FEES & CHARGES - SCHEDULE 28

Effective Date January 1, 2022 (Resolution 879)

Miscellaneous Water Charges (cont'd)			
Item	Item Description	Fee/Charge	Reference
12	<b>Water Interruption - Other</b>		
	Failure to comply with emergency order	\$75.00	Resolutions 661 & 860
	Failure to eliminate cross connection	\$75.00	
	Failure to repair leak	\$75.00	
	Request of agency/higher authority	No charge	
	Visible leak in vacant building or disaster	No charge	
13	<b>Unauthorized Lock Removal Fee</b> When customer cuts or removes lock from meter without District authorization	\$250.00	Resolution 860
14	<b>Damaged Meter</b> If meter is damaged by the customer	Material, equipment, & labor to repair meter + \$250.00	Resolution 860
15	<b>Clear obstructed water meter</b> after request to customer to remove is refused	\$75.00 + third party charges	Resolution 860
16	<b>Hydrant meter, fire hose, fittings</b>		
	Meter rental deposit	\$1,500.00	Resolution 860
	Equipment rental - single continuous use	\$50.00 per month	Resolution 860
	<b>Bulk water purchase with hydrant meter</b>		
	Effective January 1, 2022 - Per 100 cubic feet	\$11.28	Resolution 879
	Effective January 1, 2023 - Per 100 cubic feet	\$11.78	
	Effective January 1, 2024 - Per 100 cubic feet	\$12.31	
	Effective January 1, 2025 - Per 100 cubic feet	\$12.87	
	Effective January 1, 2026 - Per 100 cubic feet	\$13.45	

Developer Extension Agreements			
Item	Item Description	Fee/Charge	Reference
17	<b>Initial Fees</b>		
	Application - Good for 60 days	\$300.00	Resolution 680
	Conformance Deposit	\$1,000.00	Resolution 680
	General Administration plus recording fees	\$750.00	Resolution 680
18	<b>Final Design Review</b>		
	By District Engineer	Cost + 2%	Resolution 680
19	<b>Design Review and Inspection</b>		
	Initial Deposit	\$5,000.00	Resolution 680
	Supplemental Deposit	\$5,000.00	Resolution 860
20	Contract noncompliance	Cost + 2%	Board Mtg 5/14/97
21	Latecomers Reimbursement Agreements, Reimbursement processing	Cost + 2%	Resolution 860
22	Special Agreements	Cost + 2%	Board Mtg 5/14/97
23	Third Party Claims	Cost + 2%	



# MASTER FEES & CHARGES - SCHEDULE 28

Effective Date January 1, 2022 (Resolution 879)

## Developer Extension Agreements (cont'd)

Item	Item Description	Fee/Charge	Reference
24	<b>Time Extension</b>		
	Before Expiration Date	\$250.00	
	After Expiration Date	\$750.00	

## Permitting - Water Permits

Meter Information	Meter Size	Continuous Flow Rating	Meter Capacity Ratio
	5/8 x 3/4 Inch	15	1
	1 Inch	30	2
	1.5 Inch	75	5
	2 Inch	120	8
	3 Inch Compound	330	22
	4 Inch Compound	440	29

Item	Item Description	Fee/Charge	Reference
25	<b>Water General Facilities &amp; Installation</b>		
	<i>* Installation fees marked with an * vary by project, please see District Engineer with questions.</i>		
Effective January 1, 2022	Meter Size	Connection Fee	Installation
	5/8 x 3/4 Inch	\$6,337.58	\$2,000.00
	1 Inch	\$12,676.18	*
	1.5 Inch	\$31,689.93	*
	2 Inch	\$50,703.68	*
	3 Inch Compound	\$139,435.88	*
	4 Inch Compound	\$185,894.00	*
	Meter Size	Connection Fee	Installation
	5/8 x 3/4 Inch	\$6,496.01	\$2,000.00
	1 Inch	\$12,993.08	*
	1.5 Inch	\$32,482.17	*
	2 Inch	\$51,971.27	*
	3 Inch Compound	\$142,921.77	*
	4 Inch Compound	\$190,541.35	*
26	Permit Administration & Processing	\$170.00	Resolution 860
	Initial Water Pressure Reducing Valve Inspection & Documentation	\$50.00	Resolution 860
	Water Pressure Reducing Valve Reinspection	\$100.00	Resolution 860
27	<b>Water Permit - Special Charges</b>		
	Blaine Water Main Extension Latecomer's (North Shore)	\$10,910.00	Expires 8/25/2024
	North Shore and Eagleridge/COB Reimbursement	\$300.00	6/10/88 Agreemt
	South Geneva Class A Water	\$17,088.97	Expires 7/22/2026
	South Geneva Class B Water	\$5,981.14	Expires 7/22/2026

# MASTER FEES & CHARGES - SCHEDULE 28

Effective Date January 1, 2022 (Resolution 879)

## Permitting - Sewer Permits

<b>Meter Information</b>		Meter Size		Meter Capacity Ratio	
		5/8 x 3/4 Inch		1	
		1 Inch		2	
		1.5 Inch		5	
		2 Inch		8	
		3 Inch Compound		22	
		4 Inch Compound		29	

Item	Item Description			Fee/Charge	Reference	
28	Sewer General Facilities					
	Effective January 1, 2022	Meter Size		Connection Fee	Installation	Resolution 879
		5/8 x 3/4 Inch		\$8,528.00	Done by owner's bonded side sewer contractor	
		1 Inch		\$17,056.00		
		1.5 Inch		\$42,641.03		
		2 Inch		\$68,226.05		
		3 Inch Compound		\$187,620.10		
		4 Inch Compound		\$250,131.78		
	Effective January 1, 2023	Meter Size		Connection Fee	Installation	Resolution 879
		5/8 x 3/4 Inch		\$8,741.20	Done by owner's bonded side sewer contractor	
		1 Inch		\$17,482.40		
		1.5 Inch		\$43,707.05		
		2 Inch		\$69,931.70		
		3 Inch Compound		\$192,310.60		
		4 Inch Compound		\$256,385.07		
29	Service Installation - If District-installed stub exists			\$755.00	Resolution 860	
	Permit Processing			\$170.00		
	Scheduled Sewer Inspection-Construction Not Ready			\$100.00		
	Initial Sewer Inspection/Grinder Pump Installation Inspection			\$370.00		
	Sewer Reinspection of Deficient Work			\$500.00		
30	Sewer Permit - Special Charges					
	Lakewood/Grand Blvd Special Benefit Fee			\$6,000.00	District Funded	
	La Salle Sewer Extension			\$4,761.73	Expires 7/13/2021	
	South Geneva Class A Sewer			\$22,406.50	Expires 7/22/2026	
	South Geneva Class A Sewer Vault			\$1,704.55	Expires 7/22/2026	
	ULID #18 Latecomers Fee - see table below			See table	Resolution 672	

**MASTER FEES & CHARGES - SCHEDULE 28***Effective Date January 1, 2022 (Resolution 879)***Permitting - Sewer Permits (cont'd)**

Item	Item Description	Fee/Charge	Reference
31	<b>Other Sewer Charges</b>		
	Review waiver of claim agreements for customer-owned side sewers with less than 2% slope	\$50.00	Resolution 645
	Unauthorized Connection to Sewer		
	Investigation, testing, inspection	\$500.00	Resolution 645
	Repair and Correction	Cost + 10%	Resolution 860
	Disconnect monitoring/enforcement after 90 days	\$25.00/day	Board Mtg 8/29/03
	Voluntary Sewer Service Interruption		
	Permit to install two-way clean out	Permit processing & inspection fee	
	Suspend billing - insert plug into side sewer	\$250.00	Resolution 709
	Resume billing/remove plug - during regular business hours	No charge	
	Resume billing/remove plug - outside regular business hours	\$150.00	

**ULID #18 Latecomer Fee**

32	Year	Equivalent to Assessment	Latecomer Penalty	Total Fee	Reference
	2022	\$2,792.78	\$5,306.28	\$8,099.06	Resolution 672
NOTE: As described in Resolution 672, ULID #18 Latecomer Charges were created to put parcels not assessed on the same footing as those that were assessed for the ULID. Assessed parcels could, and many did, prepay their assessments. To provide the same opportunity for non-assessed parcels, prepayment of ULID 18 Latecomer Charges will also be accepted. Therefore, paid in full ULID Latecomer Charges satisfy the ULID Latecomer Charges permanently.					

**Violations of Administrative Code**

Item	Item Description	Fee/Charge	Reference
33	Labor	Staff hourly rates - See Item No. 3	Resolution 798
	Equipment Use	Hourly rate - See Item No. 1	
	Materials	Cost of materials used	
	Attorney's Fees and Expenses	Reimburse District's Costs	
	Administrative Fee	10% of total expenses	
Any person who violates any provision of the Administrative Code shall be liable to the District for any expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses and attorney fees incurred by the District in collecting from such person of such loss, damage, expense, cost of inspection or cost of correction, plus an administrative fee equal to 10% of the total expenses. (Reference: Administrative Code Section 3.3.1 Liability to District)			


**Water Booster Pump Credit**

Item	Item Description	Credit	Reference
34	Maximum allowable credit for installing a private water booster pump serving qualifying properties	\$1,500.00	Resolution 778



**AGENDA  
BILL  
Item 7.B**

**Resolution No. 880  
Affirmation of the General  
Manager's Emergency Declaration  
associated with the November Flood**

DATE SUBMITTED:	November 17, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Resolution No. 880		
TYPE OF ACTION REQUESTED	RESOLUTION <input checked="checked" type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

On or around November 12, 2021, a significant rain event began that caused flooding throughout Whatcom County and specifically within the District's service area. The flood event exceeded the capacity of the District's infrastructure, resulting in the need to procure assistance from external sources to assist the District in mitigating damage and other impacts.

Revised Code of Washington (RCW) 39.04.280 provides authority to the District to waive competitive bidding requirements when awarding public works contracts in the event of an emergency, and District Administrative Code Section 2.16.3(1) provides authority to the General Manager to issue a declaration of emergency and execute public works contracts necessary to address the emergency. The General Manager declared an emergency associated with the flood event on November 15, 2021, and executed a public works contract with to assist the District in its response.

Per District Administrative Code Section 2.16.3(3), if an emergency contract is awarded without competitive bidding, the Board of Commissioners or its designee must enter a written finding of an emergency into the public record no later than two (2) weeks following the contract award." Resolution No. 880 has been developed to meet statutory and District requirements associated with public works contracting for the emergency repairs.

**FISCAL IMPACT**

To be determined based upon actual costs incurred associated with services rendered and equipment necessary to replace flood-damaged equipment.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Product Quality

Customer Satisfaction

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board adopt Resolution No. 880.

**PROPOSED MOTION**

Recommended motion is:

“I move to adopt Resolution No. 880 as presented.”

**LAKE WHATCOM WATER AND SEWER DISTRICT  
RESOLUTION NO. 880**

A Resolution of the Board of Commissioners  
Affirming a Declaration of Emergency Issued by the District General Manager associated with the  
November 2021 Flood Event

**WHEREAS**, the Lake Whatcom Water and Sewer District ("District") is a special purpose district authorized under Title 57 Revised Code of Washington ("RCW"); and

**WHEREAS**, the District owns and operates water and sewer utilities within its service area; and

**WHEREAS**, a significant and prolonged precipitation event began on or around November 12, 2021; and

**WHEREAS**, impacts of the precipitation event caused significant flooding throughout Whatcom County, causing the Whatcom County Executive to issue a Proclamation of Emergency on November 14, 2021; and

**WHEREAS**, the precipitation event overwhelmed the District's infrastructure and caused significant damage of District-owned property; and

**WHEREAS**, RCW 39.04.280 provides authority to the District to waive competitive bidding requirements when awarding public works and contracts for purchases in the event of an emergency; and

**WHEREAS**, District Administrative Code Section 2.16.3(1) provides "If an emergency exists, the...General Manager...will issue a written declaration that an emergency exists, waiving competitive bidding requirements, and award all necessary contracts to address the emergency;" and

**WHEREAS**, the District General Manager issued a Declaration of Emergency, attached hereto as Exhibit A, associated with flood event on November 15, 2021; and

**WHEREAS**, the District General Manager executed multiple emergency public works contracts for assistance in responding to the impacts to District infrastructure caused by the flood event; and

**WHEREAS**, District Administrative Code Section 2.16.3(3) provides "Per RCW 39.04.280, if an emergency contract is awarded without competitive bidding, the Board of Commissioners or its designee must enter a written finding of an emergency into the public record no later than two (2) weeks following the contract award;" and

**WHEREAS**, the foregoing recitals are a material part of this Resolution;

**NOW, THEREFORE**, the Board of Commissioners ("Board") of the Lake Whatcom Water and Sewer District do hereby resolve:

**Section 1. Affirmation of Declaration of Emergency.** The Board affirms the Declaration of Emergency issued by the General Manager on November 15, 2021, attached hereto as Exhibit A. This affirmation is a finding of the Board per RCW 39.04.280(2)(b) and District Administrative Code 2.16.3(3).

**Section 2. Approval of Public Works Contract.** The Board approves all public works contracts executed by the General Manager associated with response to the impacts of the flood event.

**Section 3. Timing and Effect.** This resolution shall be effective immediately and remain in full force and effect until a subsequent Board determination that the emergency has been adequately abated.

**ADOPTED** by the Board of Commissioners of Lake Whatcom Water and Sewer District, Whatcom County, Washington, at a regular meeting thereof, on the 24<sup>th</sup> day of November, 2021.

---

Laura Abele, President, Board of Commissioners

ATTEST:

---

Rachael Hope, Recording Secretary

APPROVED AS TO FORM:

---

Robert Carmichael, District Legal Counsel

**DECLARATION OF EMERGENCY  
LAKE WHATCOM WATER AND SEWER DISTRICT**

A Declaration of Emergency by the General Manager related to  
November Flood Event

**WHEREAS**, the Lake Whatcom Water and Sewer District ("District") is a special purpose district authorized under Title 57 Revised Code of Washington ("RCW"); and

**WHEREAS**, the District owns and operates water and sewer utilities within its service area; and

**WHEREAS**, a significant rain event began on or around November 12, 2021; and

**WHEREAS**, the impacts of the rain event have caused significant flooding throughout Whatcom County, causing the Whatcom County Executive to declare a countywide state of emergency; and

**WHEREAS**, accumulated and ongoing precipitation have exceeded the capacity of the District's sewer system; and

**WHEREAS**, RCW 39.04.280 provides authority to the District to waive competitive bidding requirements when awarding public works and contracts for purchases in the event of an emergency; and

**WHEREAS**, District Administrative Code Section 2.16.3(1) provides "If an emergency exists, the...General Manager...will issue a written declaration that an emergency exists, waiving competitive bidding requirements, and award all necessary contracts to address the emergency;" and

**WHEREAS**, the foregoing recitals are a material part of this Resolution;

**NOW, THEREFORE**, the General Manager of the Lake Whatcom Water and Sewer District does hereby declare:

**Section 1. Declaration of Emergency.** In compliance with District Administrative Code Section 2.16.3(1), and RCW 39.04.280, the General Manager of the Lake Whatcom Water and Sewer District declares that an emergency exists that presents a real, immediate threat to the proper performance of essential functions of the District, or will likely result in material loss or damage to property, bodily injury, or loss of life.

**Section 2. Emergency Procurements.** The General Manager, Assistant General Manager/District Engineer, Finance Manager/Treasurer, and Operations Manager are hereby authorized to make emergency procurements consistent with District Administrative Code Section 2.16.3(1) and RCW 39.04.280.

**Section 3. Timing and Effect.** This declaration shall be effective immediately and remain in full force and effect until terminated by a subsequent declaration of the General Manager, or by subsequent action of the District Board of Commissioners.




**DECLARED** by the General Manager of Lake Whatcom Water and Sewer District, Whatcom County, Washington, on the 15<sup>th</sup> day of November, 2021.



---

Justin Clary, General Manager

ATTEST:




---

Rachael Hope, Clerk to the Board of Commissioners



**AGENDA  
BILL  
Item 7.C**

**Draft 2022  
Budget Presentation**

DATE SUBMITTED:	November 18, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Jenny Signs, Finance Manager/Treasurer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Narrative of 2022 Budget 2. Draft 2022 Budget		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Through the powers granted under [Revised Code of Washington Title 57](#) (Water-Sewer Districts) and codified under the District's [Administrative Code](#) Title 2, Chapter 2.2 (1):

*The General Manager shall develop an operating and capital improvement budget annually for both the water and sewer systems. The annual budget shall provide for the forecasting of revenues and expenditures for the following year. The budget shall be presented to the Board of Commissioners for review and approval prior to the end of December in advance of the budget year.*

Using projected revenues based upon rate increases recommended in the preliminary rate study (4.5% and 3.75% water and sewer rates, respectively), actual 2021 operating expenses and projects defined in the District's water and sewer capital improvement plans, District staff have developed the attached preliminary draft budget for Board discussion.

**FISCAL IMPACT**

The preliminary budget for 2022 proposes a budget of approximately \$3.3 million for the water utility, and a budget of approximately \$4.5 million for the sewer utility, resulting in a total budget of approximately \$7.8 million.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Financial Viability

**RECOMMENDED BOARD ACTION**

No action is recommended at this time.

**PROPOSED MOTION**

Not applicable.



## Water Fund

- Revenues

- Federal Grants – FEMA HMG Grant budgeted in anticipation of receiving funds for Division 7 Reservoir project in 2022
- Revenues reflect a 4.5% rate increase from 2021 yearend projections; revenues project consumption, as well as base rates
- Building permits were budgeted at 10 homes to be conservative
- Fees were budgeted at historic amounts prior to 2020 and COVID
- Investment interest budgeted conservatively due to projected interest rates

- Expenditures

- Salaries were budgeted at a 4% COLA increase and to account for any steps that occur in 2022
  - 0.5 FTE was added for a Maintenance Worker I along with associated benefits. Also budgeted was 1 month salary overlap for the new Operations Manager in planning for current Operations Manager's retirement
- Benefits were budgeted to reflect known increases in costs resulting from medical premiums, additional staff, and increased def. comp reflective of wages. Retirement expenses are projected higher than 2021 due to amount of contribution rate to PERS on behalf of the District, which fluctuates from year to year and management took a conservative approach to budget higher should that contribution rate go up in 2022
- Supplies and team building lines were budgeted at actual historic costs
- Merchant and bank fees were slightly increased to account for known rate increases from processing vendors
- Quality assurance was increased due to known cost increases
  - IGAs for Invasive Species \$63,000, Tributary monitoring with County \$10,000, Mutt Mitts \$6,000, Whatcom Water Week \$800, Whatcom Water Alliance \$1,500
- Professional Services
  - Additional cost increase is due to known cost increases and the required State Auditor's Office audit for 2019 and 2020
    - A-1 Shredding, Care Medical Group, Cartegraph, Databar, Datapro, Docuware, Environmental Pest Control, Environmental Systems Research, GFC Rate Study, Frix Technologies, Front Desk, GE Digital, Guardian Security, Health Promotion NW EAP, HSI, Infrastructure Tech, Listen Audiology, NPI, State Auditor, On Hold Concepts, Pacific Turff Cleaning, Pinnacle Investigations, Proscapes, Quality Controls Corporation, Simplifile, Smith Mechanical, Sole Graphics, Sparkle Clean

Services, Springbrook, US Bank, Utilities Underground Locating, VSH,  
Webcheck, West Coast CPR, Whatcom County Sherriff's Office

- Legal and Engineering services were budgeted at historic costs, don't anticipate an increase in costs
- Communication and leases were budgeted at historic costs with no known increases anticipated
- General admin insurance cost was increased based on quote provided by risk management pool
- Memberships, dues, permits increased based on known cost increases
- Taxes were increased to account for known rate increases from revenue and increased tax rate increase from 2019 to 2020
- Training, travel, and tuition reimbursement budgeted at historic costs/budgets
- Maintenance supplies increased based on known price increases from suppliers
- Small assets budget was decreased based on discussion with management
- Repairs and maintenance decreased based on discussion with management
- Insurance claims budgeted at historic budget amount
- Operations contracted (Edge Analytical) based on management discussion and known cost increases
- City of Bellingham increased to account for rate increases for metered water
- Fuel budget was increased based on historic cost rather than historic budget
- Emergency preparedness and operations training travel and certification budgeted at historic budgets
- Utilities increased based on increase cost of services anticipated
- Operations laundry based on historic budget
- Debt Service budgeted based on debt service schedules
- Capital expenditures based on proposed 2022-2027 CIP and draft rate study

## **Sewer Fund**

- **Revenues**

- Revenues for services reflect an increase of 3.75% from 2021 yearend projections
- Building permits were budgeted at 10 homes to be conservative
- Investment interest budgeted lower than past to account for lower interest rates
- ULID 18 interest and principal was based on amortization schedules
- Sale of surplus, miscellaneous, and project reimbursement were budgeted at historic levels and known revenue

- **Expenditures**

- Salaries were budgeted at a 4% COLA increase and to account for any steps that would be realized in 2022 along with \$14,000 in bonuses for union contract employees
  - 0.5 FTE was added for a Maintenance Worker I along with associated benefits. Also budgeted was 1 month salary overlap for the new Operations Manager in planning for current Operations Manager's retirement

- Benefits were budgeted to reflect known increases in costs resulting from medical premiums, additional staff, and increased def. comp reflective of wages. Retirement expenses were projected higher than 2021 due to amount of contribution rate to PERS on behalf of the District, which fluctuates from year to year and management took a conservative approach to budget higher should that contribution rate go up in 2022
- Supplies and team building lines were budgeted at actual historic costs
- Merchant and bank fees were slightly increased to account for known rate increases from processing vendors
  - Additional cost increase is due to known cost increases and the required State Auditor's Office audit for 2019 and 2020
    - A-1 Shredding, Care Medical Group, Cartegraph, Databar, Datapro, Docuware, Environmental Pest Control, Environmental Systems Research, GFC Rate Study, Frix Technologies, Front Desk, GE Digital, Guardian Security, Health Promotion NW EAP, HSI, Infrastructure Tech, Listen Audiology, NPI, State Auditor, On Hold Concepts, Pacific Turff Cleaning, Pinnacle Investigations, Proscapes, Quality Controls Corporation, Simplifile, Smith Mechanical, Sole Graphics, Sparkle Clean Services, Springbrook, US Bank, Utilities Underground Locating, VSH, Webcheck, West Coast CPR, Whatcom County Sherriff's Office
- Legal and Engineering services were budgeted at historic costs, don't anticipate an increase in costs
- Communication and leases were budgeted at historic costs with no known increases anticipated
- General admin insurance cost was increased based on quote provided by risk management pool
- Memberships, dues, permits increased based on known cost increases
- Taxes were increased to account for known rate increases from revenue and increased tax rate increase from 2019 to 2020
- Training, travel, and tuition reimbursement budgeted at historic costs/budgets
- Maintenance supplies increased based on known price increases from suppliers
- Small assets budget was decreased based on discussion with management
- Repairs and maintenance decreased based on discussion with management
- Insurance claims budgeted at historic budget amount
- Based on management discussion there wasn't a need to budget for contracted services in 2022
- City of Bellingham sewer costs were budgeted on a historic average increase in costs over the last three years of date (about 9%)
- Fuel budget was increased based on historic cost rather than historic budget
- Emergency preparedness and operations training travel and certification budgeted at historic budgets
- Utilities increased based on increase cost of services anticipated
- Operations laundry based on historic budget

- Debt Service budgeted based on debt service schedules
- Capital expenditures based on CIP from Engineering Department and proposed rate study



## LAKE WHATCOM WATER AND SEWER FUND SUMMARIES 2022

## DRAFT

	401	402		460
	WATER	SEWER	TOTAL	BOND RESERVE (RESTRICTED)
2022 Projected Beginning Fund Balance	\$980,161	\$1,992,448	\$2,972,609	\$772,334
2022 Revenues	\$3,326,007	\$4,554,356	\$7,880,363	-
2022 Expenditures	(\$3,509,587)	(\$5,516,987)	(\$9,026,574)	-
2022 Projected Year End Balance	\$796,581	\$1,029,818	\$1,826,399	\$772,334
2022 Allocated to Operating Reserve	-\$590,000	-\$470,000	-\$1,060,000	
2022 Allocated to Contingency Fund	\$0	\$0	\$0	
2022 Rated Study Surplus Assigned	-\$136,000	-\$277,000	-\$413,000	
2022 Projected Unassigned Year End Fund Balance	\$70,581	\$282,818	\$353,399	\$772,334
	426	425		
	Water	Sewer	Total	
2022 Contingency Reserve Funds	\$460,000	\$815,000	\$1,275,000	-

**Lake Whatcom Water and Sewer District**  
**Draft 2022 Budget**  
**Water Utility Fund (401)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
<b>Intergovernmental Revenue</b>								
401	330	331 40 10 00	Federal Grants (FEMA)	\$ -	\$ -	\$ -	\$ -	\$ 239,000
<b>Charges For Services</b>								
401	340	343 40 10 00	Water Sales Metered	\$ 2,502,734	\$ 2,677,336	\$ 2,770,313	\$ 2,803,843	\$ 2,894,977
401	340	343 40 20 01	DEA Permits - Water	\$ -	\$ (9,311)	\$ -	\$ (9,311)	\$ -
401	340	343 41 10 01	Building Permits - Water	\$ -	\$ 212,678	\$ 96,000	\$ 320,536	\$ 84,030
<b>Fines &amp; Penalties</b>								
401	350	359 81 10 00	Combined Fees	\$ 27,908	\$ 16,064	\$ 17,500	\$ 11,590	\$ 28,000
401	350	359 90 00 00	Late Fees	\$ 55,332	\$ 14,597	\$ 27,500	\$ 6,000	\$ 58,000
<b>Miscellaneous Revenues</b>								
401	360	361 11 00 00	Investment Interest	\$ -	\$ 15,501	\$ 20,000	\$ 48,447	\$ 20,000
401	360	369 10 00 00	Sale Of Surplus	\$ 9,680	\$ 115	\$ 1,000	\$ 4,176	\$ 1,000
401	360	369 10 01 00	Miscellaneous	\$ 21,588	\$ 916	\$ 1,000	\$ 186	\$ 1,000
401	360	369 40 00 00	Project Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
401	360	369 80 00 00	Over/Under	\$ (10)	\$ -	\$ -	\$ -	\$ -
<b>Other Financing Sources</b>								
401	390	395 10 00 00	Sale Of Capital Assets	\$ 11,220	\$ -	\$ -	\$ -	\$ -
401	390	395 20 00 00	Deposits	\$ 1,500	\$ -	\$ -	\$ -	\$ -
401	390	395 20 00 01	Insurance Recoveries	\$ -	\$ -	\$ -	\$ 137,564	\$ -
401	390	398 20 00 01	Insurance Recoveries	\$ 11,221	\$ -	\$ -	\$ -	\$ -
<b>Total Water Fund Revenues</b>				<b>\$ 2,641,173</b>	<b>\$ 2,982,212</b>	<b>\$ 2,933,313</b>	<b>\$ 3,323,031</b>	<b>\$ 3,326,007</b>
<b>Water Fund Expenditures</b>								
401	534	534 10 10 00	Water - Gen Admin Payroll	\$ 331,296	\$ 365,351	\$ 355,000	\$ 362,647	\$ 371,770
401	534	534 10 20 00	Water - Gen Admin Personnel Benefits	\$ 141,907	\$ 149,641	\$ 163,000	\$ 153,371	\$ 161,024
401	534	534 10 31 00	Water - Gen Admin Supplies	\$ 15,430	\$ 18,847	\$ 25,000	\$ 26,993	\$ 25,000
401	534	534 10 31 01	Water - Meetings/Team building	\$ 2,493	\$ 1,011	\$ 2,000	\$ 2,221	\$ 2,000
401	534	534 10 40 00	Water - Merchant Services Fees	\$ 20,522	\$ 11,804	\$ 10,000	\$ 10,275	\$ 11,500
401	534	534 10 40 01	Water - Bank Fees	\$ -	\$ 635	\$ 750	\$ 789	\$ 800
401	534	534 10 41 00	Water - Quality Assurance Programs	\$ 59,184	\$ 224,401	\$ 65,000	\$ 58,320	\$ 81,300
401	534	534 10 41 01	Water - Gen Admin Prof Srvc	\$ 158,742	\$ 107,796	\$ 136,350	\$ 162,015	\$ 167,000
401	534	534 10 41 02	Water - Engineering Srvc	\$ -	\$ 19,075	\$ 20,000	\$ 12,980	\$ 20,000
401	534	534 10 41 03	Water - Legal Srvc	\$ -	\$ 15,752	\$ 20,000	\$ 19,847	\$ 22,000
401	534	534 10 41 04	Water - DEA Expenditures	\$ -	\$ 2,200	\$ -	\$ -	\$ -
401	534	534 10 41 20	Water - 20 Year SVWTP Plan	\$ -	\$ 69,199	\$ 64,350	\$ 53,541	\$ -
401	534	534 10 42 00	Water - Admin Communication	\$ 26,706	\$ 29,948	\$ 30,000	\$ 30,252	\$ 31,000
401	534	534 10 45 00	Water - Gen Admin Lease	\$ 5,078	\$ 5,371	\$ 5,000	\$ 5,501	\$ 5,500
401	534	534 10 46 00	Water - Gen Admin Insurance	\$ 71,480	\$ 89,029	\$ 90,000	\$ 101,300	\$ 103,500
401	534	534 10 49 00	Water - Gen Admin Misc.	\$ 40	\$ 134	\$ 500	\$ 150	\$ 200
401	534	534 10 49 01	Water - Memberships/Dues/Permits	\$ 8,601	\$ 15,177	\$ 15,000	\$ 16,716	\$ 17,250
401	534	534 10 49 02	Water - Taxes	\$ 115,871	\$ 114,117	\$ 115,000	\$ 143,086	\$ 147,500
401	534	534 40 43 00	Water - Admin Training & Travel	\$ 17,744	\$ 5,934	\$ 10,000	\$ 3,655	\$ 10,000
401	534	534 40 43 01	Water - Tuition Reimbursement	\$ -	\$ -	\$ 500	\$ -	\$ 500
401	534	534 50 31 00	Water - Maintenance Supplies	\$ 104,079	\$ 117,107	\$ 120,000	\$ 110,593	\$ 135,000
401	534	534 50 31 01	Water - Small Assets	\$ 21,346	\$ 43,351	\$ 40,000	\$ 62,395	\$ 40,000
401	534	534 50 48 00	Water - Repair & Maint	\$ 58,687	\$ 30,983	\$ 177,063	\$ 189,116	\$ 60,000
401	534	534 50 49 00	Water - Insurance Claims	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500
401	534	534 60 41 00	Water - Operations Contracted (Edge Analytical)	\$ 6,619	\$ 10,933	\$ 12,500	\$ 8,081	\$ 15,500
401	534	534 60 47 00	Water - City of Bellingham	\$ 42,224	\$ 24,936	\$ 40,000	\$ 46,574	\$ 52,000
401	534	534 80 10 00	Water - Operations Payroll	\$ 580,184	\$ 607,240	\$ 570,500	\$ 584,046	\$ 629,236
401	534	534 80 20 00	Water - Operations Personnel Benefits	\$ 255,323	\$ 253,255	\$ 245,000	\$ 252,270	\$ 288,653
401	534	534 80 32 00	Water - Operations Fuel	\$ 13,584	\$ 10,682	\$ 10,000	\$ 12,402	\$ 12,500
401	534	534 80 35 00	Water - Safety Supplies	\$ 11,340	\$ 12,551	\$ 10,000	\$ 3,885	\$ 10,000
401	534	534 80 35 01	Water - Safety Boots	\$ 816	\$ 767	\$ 1,250	\$ 917	\$ 1,400
401	534	534 80 35 02	Water - Emergency Preparedness	\$ 5,169	\$ 3,189	\$ 5,000	\$ 3,200	\$ 5,000
401	534	534 80 43 00	Water - Operation Training/Travel/Certifications	\$ -	\$ 560	\$ 10,000	\$ 6,960	\$ 10,000
401	534	534 80 47 00	Water - Ops Utilities	\$ 101,725	\$ 113,979	\$ 115,000	\$ 119,366	\$ 121,200
401	534	534 80 49 00	Water - Operations Laundry	\$ 1,943	\$ 1,579	\$ 2,000	\$ 1,336	\$ 2,000
<b>Total Water Fund Expenditures</b>				<b>\$ 2,178,134</b>	<b>\$ 2,476,534</b>	<b>\$ 2,488,263</b>	<b>\$ 2,564,800</b>	<b>\$ 2,562,833</b>



**Lake Whatcom Water and Sewer District**  
**Draft 2022 Budget**  
**Water Utility Fund (401)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
<b>Debt Service</b>								
401	591	591 34 77 01	Geneva AC Mains Principal	\$ -	\$ 119,938	\$ 119,937	\$ 119,937	\$ 119,938
401	591	591 34 77 02	Div. 22 Reservoir Principal	\$ -	\$ 65,475	\$ 65,475	\$ 65,475	\$ 65,475
401	591	592 34 83 01	Geneva AC Mains Interest	\$ -	\$ 28,785	\$ 26,986	\$ 26,986	\$ 25,187
401	591	592 34 83 02	Div. 22 Reservoir Interest	\$ -	\$ 17,678	\$ 16,696	\$ 16,696	\$ 15,714
<b>Total Water Fund Debt Service</b>					\$ 231,875	\$ 229,094	\$ 229,094	\$ 226,314

**System Reinvestments**

<b>Capital Expenditures</b>								
401	594	594 34 60 01	Capital Outlay - Budget Only	\$ -	\$ -	\$ 606,650		\$ 522,830
401	594	594 34 62 01	Capital Projects - Water Structures	\$ -	\$ 145,513	\$ -	\$ 379,281	
401	594	594 34 63 01	Capital Projects - Water System	\$ -	\$ 60,869	\$ -	\$ 171,349	
401	594	594 34 64 01	Capital Outlay - Water Equipment	\$ -	\$ 13,991	\$ -	\$ 40,410	
401	594	594 34 65 01	Capital Outlay - Small Water Projects	\$ -	\$ -	\$ -	\$ -	
			Capital Outlay 2021 Carryover Projects	\$ -	\$ -	\$ -	\$ -	\$ 197,610
<b>Total Water Fund Capital Expenditures</b>					\$ 220,373	\$ 606,650	\$ 591,040	\$ 720,440

<b>Other Financing Sources</b>								
401	597	597 10 00 20	Transfers Out To Fund 420	\$ 830,235	\$ -	\$ -	\$ -	\$ -
401	597	597 10 00 25	Transfers Out To Fund 425	\$ 359,408	\$ -	\$ -	\$ -	\$ -
401	597	597 10 00 26	Transfers Out To Fund 426	\$ 20,000	\$ -	\$ -	\$ -	\$ -
401	597	597 10 00 40	Transfer Out To Fund 440	\$ -	\$ -	\$ -	\$ -	\$ -
401	597	597 10 00 50	Transfers Out To Fund 450	\$ 660,988	\$ -	\$ -	\$ -	\$ -
401	597	597 10 00 70	Transfers Out To Fund 450	\$ 219,694	\$ -	\$ -	\$ -	\$ -
<b>Total Water Fund Other Financing Sources</b>				\$ 2,090,325	\$ -	\$ -	\$ -	\$ -

<b>Total Water Fund Expenditures</b>								<b>\$ 3,509,587</b>
--------------------------------------	--	--	--	--	--	--	--	---------------------

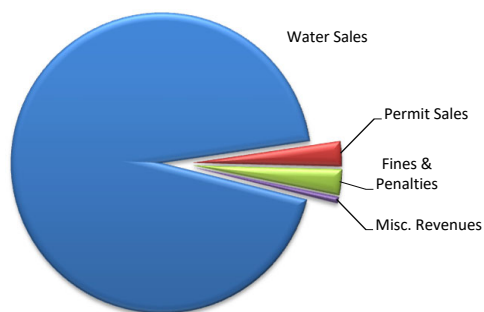
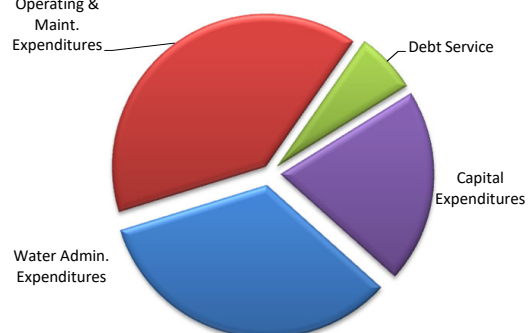
<b>Fund Gain/Loss</b>						\$ (390,694)	\$ (61,903)	\$ (183,580)
-----------------------	--	--	--	--	--	--------------	-------------	--------------

**Fund Balance Summary**

2021 Beginning Fund Balance	\$ 1,042,064
2021 Projected Gain/Loss	\$ (61,903)
2021 Projected Fund Balance	\$ 980,161
2022 Projected Gain/Loss	\$ (183,580)
2022 Projected Fund Balance	\$ 796,581

**Water Contingency Fund Balance Summary**

2021 Beginning Fund Balance	\$ 460,000
2021 Projected Gain/Loss	\$ -
2021 Projected Fund Balance	\$ 460,000
2022 Projected Gain/Loss	\$ -
2022 Projected Fund Balance	\$ 460,000

**2022 Budgeted Water Fund Revenues****2022 Budgeted Water Fund Expenditures**

**Lake Whatcom Water and Sewer District**  
**Draft 2022 Budget**  
**Sewer Utility Fund (402)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
<b>Charges For Services</b>								
402	340	343 40 20 02	DEA Permits - Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
402	340	343 50 11 00	Sewer Service Residential	\$ 4,068,571	\$ 4,174,271	\$ 4,256,228	\$ 4,265,364	\$ 4,425,315
402	340	343 50 19 00	Sewer Service Other	\$ 4,550	\$ 4,714	\$ 4,500	\$ 4,745	\$ 4,500
402	340	343 50 80 00	Latecomers Fee ULID #18	\$ -	\$ -	\$ -	\$ 250	\$ -
402	340	343 51 10 02	Building Permits - Sewer	\$ 350,323	\$ 253,484	\$ 142,500	\$ 295,181	\$ 88,600
<b>Miscellaneous Revenues</b>								
402	360	361 11 00 02	Investment Interest	\$ 70,763	\$ 13,749	\$ 20,000	\$ 48,447	\$ 20,000
402	360	361 40 00 02	ULID 18 Interest/Penalties	\$ 4,822	\$ 7,264	\$ 2,500	\$ 2,387	\$ 1,800
402	360	368 10 00 02	ULID 18 Principal Payments	\$ 17,407	\$ 16,272	\$ 8,000	\$ 9,840	\$ 8,000
402	360	369 10 00 02	Sale Of Surplus	\$ -	\$ 96	\$ 1,000	\$ 1,009	\$ 1,000
402	360	369 10 01 02	Miscellaneous	\$ -	\$ 436	\$ 1,000	\$ 1,125	\$ 1,000
402	360	369 40 00 02	Project Reimbursement	\$ -	\$ 8,282	\$ 4,141	\$ 4,141	\$ 4,141
<b>Other Financing Sources</b>								
402	390	395 10 00 02	Sale Of Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -
402	397	397 10 00 02	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Sewer Fund Revenues</b>				<b>\$ 4,516,435</b>	<b>\$ 4,478,567</b>	<b>\$ 4,439,869</b>	<b>\$ 4,632,489</b>	<b>\$ 4,554,356</b>
<b>Sewer Fund Expenditures</b>								
402	535	535 10 10 00	Sewer - Admin Payroll	\$ 331,295	\$ 365,350	\$ 355,000	\$ 355,957	\$ 371,770
402	535	535 10 20 00	Sewer - Gen Admin Personnel Benefits	\$ 142,020	\$ 149,637	\$ 155,000	\$ 150,489	\$ 161,024
402	535	535 10 31 00	Sewer - Gen Admin Supplies	\$ 16,069	\$ 22,360	\$ 25,000	\$ 16,262	\$ 16,800
402	535	535 10 31 01	Sewer - Meetings/Team Building	\$ 2,833	\$ 1,461	\$ 2,000	\$ 2,327	\$ 2,000
402	535	535 10 40 00	Sewer - Merchant Services Fees	\$ -	\$ 11,111	\$ 10,000	\$ 11,037	\$ 11,500
402	535	535 10 40 01	Sewer - Bank Fees	\$ 20,546	\$ 525	\$ 750	\$ 789	\$ 750
402	535	535 10 41 01	Sewer - Gen Admin Prof Svc	\$ 130,953	\$ 95,914	\$ 128,850	\$ 147,274	\$ 187,500
402	535	535 10 41 02	Sewer - Engineering Svc	\$ -	\$ 14,892	\$ 20,000	\$ 14,495	\$ 20,000
402	535	535 10 41 03	Sewer - Legal Svc	\$ -	\$ 19,643	\$ 20,000	\$ 21,197	\$ 22,000
402	535	535 10 41 04	Sewer - DEA Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
402	535	535 10 41 25	Sewer Comp Plan	\$ -	\$ 23,076	\$ -	\$ -	\$ -
402	535	535 10 42 00	Sewer - Admin Communication	\$ 26,705	\$ 29,985	\$ 30,000	\$ 30,251	\$ 31,000
402	535	535 10 45 00	Sewer - Gen Admin Lease	\$ 5,078	\$ 5,370	\$ 5,000	\$ 5,501	\$ 5,500
402	535	535 10 46 00	Sewer - Gen Admin Insurance	\$ 71,480	\$ 89,029	\$ 90,000	\$ 101,300	\$ 103,500
402	535	535 10 49 00	Sewer - Gen Admin Misc.	\$ 417	\$ 129	\$ 500	\$ 75	\$ 200
402	535	535 10 49 01	Sewer - Memberships/Dues/Permits	\$ 6,045	\$ 9,037	\$ 10,000	\$ 9,202	\$ 10,000
402	535	535 10 49 02	Sewer - Taxes	\$ 109,349	\$ 114,928	\$ 115,000	\$ 118,375	\$ 122,000
402	535	535 40 43 00	Sewer - Gen Admin Training & Travel	\$ 13,602	\$ 4,286	\$ 10,000	\$ 3,289	\$ 10,000
402	535	535 40 43 01	Sewer - Tuition Reimbursement	\$ -	\$ -	\$ 500	\$ -	\$ 500
402	535	535 50 31 00	Sewer - Maintenance Supplies	\$ 40,332	\$ 33,281	\$ 50,000	\$ 25,437	\$ 45,000
402	535	535 50 31 01	Sewer - Small Assets	\$ 16,505	\$ 25,618	\$ 30,000	\$ 37,124	\$ 30,000
402	535	535 50 48 00	Sewer - Repair & Maint	\$ 57,617	\$ 68,915	\$ 95,000	\$ 111,513	\$ 125,000
402	535	535 50 49 00	Sewer - Insurance Claims	\$ 5,000	\$ 1,480	\$ 2,500	\$ 5,440	\$ 2,500
402	535	535 60 41 00	Sewer - Operations Contracted	\$ -	\$ 24,654	\$ 25,000	\$ 25,000	\$ -
402	535	535 60 47 00	Sewer - City of Bellingham	\$ 614,936	\$ 705,188	\$ 750,000	\$ 748,900	\$ 816,000
402	535	535 80 10 00	Sewer - Operations Payroll	\$ 472,156	\$ 488,337	\$ 476,500	\$ 470,462	\$ 530,481
402	535	535 80 20 00	Sewer - Operations Personnel Benefits	\$ 206,813	\$ 202,057	\$ 232,000	\$ 197,411	\$ 237,606
402	535	535 80 32 00	Sewer - Operations Fuel	\$ 11,898	\$ 12,066	\$ 13,000	\$ 15,512	\$ 14,200
402	535	535 80 35 00	Sewer - Safety Supplies	\$ 9,552	\$ 12,623	\$ 10,000	\$ 4,675	\$ 10,000
402	535	535 80 35 01	Sewer - Safety Boots	\$ 964	\$ 767	\$ 1,250	\$ 917	\$ 1,400
402	535	535 80 35 02	Sewer - Emergency Preparedness	\$ 374	\$ 2,878	\$ 5,000	\$ -	\$ 5,000
402	535	535 80 43 00	Sewer - Operations Training/Travel/Certification	\$ -	\$ 940	\$ 10,000	\$ 1,640	\$ 10,000
402	535	535 80 47 00	Sewer - Ops Utilities	\$ 92,329	\$ 101,943	\$ 105,000	\$ 109,571	\$ 110,000
402	535	535 80 49 00	Sewer - Operations Laundry	\$ 2,144	\$ 2,377	\$ 2,000	\$ 2,035	\$ 2,500
<b>Total Sewer Fund Expenditures</b>				<b>\$ 2,407,012</b>	<b>\$ 2,639,861</b>	<b>\$ 2,784,850</b>	<b>\$ 2,743,457</b>	<b>\$ 3,015,731</b>
<b>Debt Service</b>								
402	591	591 35 77 02	Bond 2016 Principal	\$ -	\$ 425,000	\$ 435,000	\$ 435,000	\$ 445,000
402	591	591 35 83 02	Bond 2016 Interest	\$ -	\$ -	\$ 205,425	\$ 205,425	\$ 192,376
402	591	592 35 83 02	Bond 2016 Interest	\$ -	\$ 218,175	\$ -	\$ -	\$ -
<b>Total Sewer Fund Debt Service</b>				<b>\$ -</b>	<b>\$ 643,175</b>	<b>\$ 640,425</b>	<b>\$ 640,425</b>	<b>\$ 637,376</b>
<b>Capital Expenditures</b>								
402	594	594 35 60 02	Capital Outlay - Budget Only	\$ -	\$ -	\$ 1,623,000	\$ -	\$ 805,880
402	594	594 35 62 02	Capital Projects - Sewer Structures	\$ -	\$ 384,377	\$ -	\$ 626,524	\$ -
402	594	594 35 63 02	Capital Projects - Sewer System	\$ -	\$ 113,529	\$ -	\$ 84,695	\$ -

**Lake Whatcom Water and Sewer District**  
**Draft 2022 Budget**  
**Sewer Utility Fund (402)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
402	594	594 35 64 02	Capital Outlay - Sewer Equipment	\$ -	\$ 536,945	\$ -	\$ 41,083	
402	594	594 35 65 02	Capital Outlay - Small Sewer Projects	\$ -	\$ -	\$ -	\$ -	
402	594	594 35 65 02	Capital Outlay - 2021 Carry Over Projects	\$ -	\$ -	\$ -	\$ -	\$ 1,058,000
<b>Total Sewer Fund Capital Expenditures</b>				\$ -	\$ 1,034,851	\$ 1,623,000	\$ 752,302	\$ 1,863,880
<b>Other Financing Sources</b>								
402	597	597 10 00 25	Transfer Out To Sewer Contingency	\$ -	\$ 9,000	\$ 19,000	\$ 18,912	
<b>Total Other Financing Sources</b>				\$ -	\$ 9,000	\$ 19,000	\$ 18,912	\$ -
<b>Total Sewer Fund Expenditures</b>								\$ 5,516,987
<b>Fund Gain/Loss</b>						\$ (627,406)	\$ 477,393	\$ (962,631)

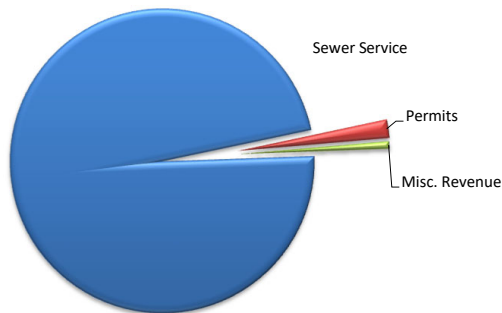
**Fund Balance Summary**

2021 Beginning Fund Balance	\$ 1,515,055
2021 Projected Gain/Loss	\$ 477,393
2021 Projected Ending Fund Balance	\$ 1,992,448
2022 Projected Gain/Loss	\$ (962,631)
2022 Projected Ending Fund Balance	\$ 1,029,818

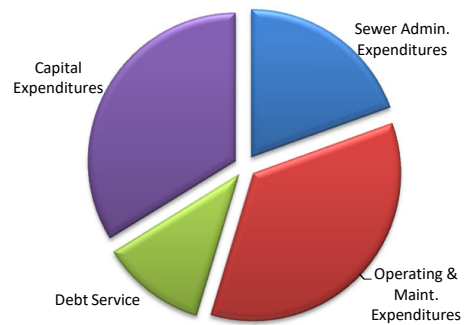
**Sewer Contingency Fund Balance Summary**

2021 Beginning Fund Balance	\$ 796,088
2021 Projected Gain/Loss	\$ 18,912
2021 Projected Ending Fund Balance	\$ 815,000
2022 Projected Gain/Loss	\$ -
2022 Projected Ending Fund Balance	\$ 815,000

**2022 Budgeted Sewer Fund  
Revenues**



**2022 Budgeted Sewer Fund  
Expenditures**



**Lake Whatcom Water and Sewer District**  
**Draft 2022 Budget**  
**Sewer Contingency Fund (425)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Other Financing Sources								
425	397	397 10 00 25	Transfer In From Sewer Fund	\$ 359,408	\$ 9,000	\$ 19,000	\$ 18,912	\$ -
<b>Total Fund Revenue</b>				<b>\$ 359,408</b>	<b>\$ 9,000</b>	<b>\$ 19,000</b>	<b>\$ 18,912</b>	<b>\$ -</b>
Capital Expenditures								
425	594	594 38 63 25	North Shore Sampling	\$ 122	\$ -	\$ -	\$ -	\$ -
Other Financing Sources								
425	597	597 10 20 00	Transfers Out To Fund 420	\$ 344,408	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Expenditures</b>				<b>\$ 344,530</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Gain/Loss</b>				<b>\$ 14,879</b>	<b>\$ 9,000</b>	<b>\$ 19,000</b>	<b>\$ 18,912</b>	<b>\$ -</b>

**Sewer Contingency Fund Balance Summary**

2021 Beginning Fund Balance	\$ 796,088
2021 Projected Gain/Loss	\$ 18,912
2021 Projected Ending Fund Balance	\$ 815,000
2022 Projected Gain/Loss	\$ -
2022 Projected Ending Fund Balance	\$ 815,000

**Lake Whatcom Water and Sewer District**  
**Draft 2022 Budget**  
**Water Contingency Fund (426)**

Fund	Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Other Financing Sources								
426	397	397 10 00 26	Transfers In From Fund 401	\$ 20,000	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Revenue</b>				<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund Expenditures</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Water Contingency Fund Balance Summary**

2021 Beginning Fund Balance	\$ 460,000
2021 Projected Gain/Loss	\$ -
2021 Projected Fund Balance	\$ 460,000
2022 Projected Gain/Loss	\$ -
2022 Projected Fund Balance	\$ 460,000

**Lake Whatcom Water and Sewer District**  
**Draft 2022 Budget**  
**Bond Reserve Fund (460)**

Fund	Program	Dept.	Sub Dept.	Account	Title	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Proposed
Total Fund Revenue						\$ -	\$ -	\$ -	\$ -	\$ -


Total Fund Expenditures						\$ -	\$ -	\$ -	\$ -	\$ -
-------------------------	--	--	--	--	--	------	------	------	------	------

Bond Reserve Fund Balance Summary					
2021 Beginning Fund Balance					
					\$ 772,334
2021 Projected Gain/Loss					
					\$ -
2021 Projected Fund Balance					
					\$ 772,334
2022 Projected Gain/Loss					
					\$ -
2022 Projected Fund Balance					
					\$ 772,334



**AGENDA  
BILL  
Item 7.D**

**Division 7 Reservoir Replacement  
Project Professional Services  
Agreement**

DATE SUBMITTED:	November 18, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer / Assistant General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Wilson – Phase 1 Design/Permitting Scope of Work and Fee Estimate		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

A structural analysis of the Lake Whatcom Water and Sewer District Division 7 Water Reservoir found significant deficiencies in its ability to meet existing earthquake code requirements (BHC report, December 2016). The 2017 Water System Plan also analyzed the capacity of the Division 7 reservoir and found it to be significantly oversized. Technical memoranda prepared by Wilson Engineering LLC (dated February 8, 2018 and December 28, 2020) provided alternatives analyses that investigated several options associated with future use of the reservoir or replacement. The recommended alternative replaces the existing welded steel 1-million gallon Division 7 reservoir with two smaller concrete 185,000 gallon reservoirs.

In 2018, the District submitted a FEMA Hazard Mitigation Grant application to replace the Division 7 Reservoir with two new reservoirs constructed to meet seismic standards, and to implement ShakeAlert (earthquake early warning system) on the new reservoirs. The grant application was developed in conjunction with Washington State Emergency Management Division (WA-EMD) and the Federal Emergency Management Agency (FEMA) as a Hazard Mitigation project. The cost sharing is as follows: FEMA 75%, WA-EMD 12.5%, and Lake Whatcom Water and Sewer District 12.5%. The application is still under consideration by the federal and state governments. The District has been in communication with the WA-EMD and it appears the project will be funded, but no official notice has been received to date.

The project has been split into two phases: Phase 1 – Design/Permitting; and Phase 2 – Construction. Phase 1 is in progress with the goal to complete in 2022. Phase 2 targets construction during the summer of 2023.

Following the request for qualifications and consultant selection process, the Board authorized the General Manager to enter into negotiations with Wilson Engineering, LLC

for a professional services agreement for design and permitting services. District and Wilson staff met virtually to coordinate the scope of work for the initial Phase 1 – Design/Permitting.

The Phase 1 scope of work covers project management, pre-design, engineering design, and bid process. The specific project tasks are described in the attached Scope of Work and Fee Estimate.

**FISCAL IMPACT**

The 2021 Budget includes \$63,000, intended to be a small amount of funding to begin preliminary design, permitting, easement acquisition, and grant/loan application support. One of the goals for this initial work was that it would help the project score higher when competing for grants and loans. As the project progressed, future phases and budget scopes were planned to be developed and scheduled in the System Reinvestment Plan.

The 2021 Budget of \$63,000 is sufficient for Phase 1 provided the District receives the Hazard Mitigation Grant. As of November 18, 2021 \$15,403.15 has been spent of the \$63,000 budget, which leaves \$47,596.85 remaining. The \$15,000 spent to date includes the topographic survey of the proposed site.

Due to the fact that the District has not yet received an official notice of a grant award, staff recommends authorizing the proposed scope of work, but limiting the time and material expenses to \$47,000. When Wilson reaches that threshold, the project will be suspended until grant funds are guaranteed, or the District allocates additional funding from other sources.

The District’s local match as part of the potential Hazard Mitigation Grant is 12.5%. The breakdown is as follows:

Phase 1 – Design/Permitting (Target is to complete in 2022)	
District’s 12.5% local match	\$34,153.69
<u>Grant Funding 87.5%</u>	<u>\$239,075.82</u>
Total Phase 1 Cost	\$273,229.51
Phase 2 – Construction (Target for construction is summer 2023)	
District’s 12.5% local match	\$250,971.49
<u>Grant Funding 87.5%</u>	<u>\$1,756,799.18</u>
Total Phase 2 Cost	\$2,007,770.49

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Infrastructure Strategy and Performance  
Community Sustainability

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board authorize the General Manager to execute a professional services agreement with Wilson Engineering, LLC for the work defined in proposed Phase 1 – Design/Permitting for time and materials not to exceed \$47,000. If/when the District



receives official notice of the grant award, an amendment can be executed that authorizes the remaining fee estimate (\$154,080) needed to complete the full scope of work (\$201,080 = \$47,000 + \$154,080).

If funds are initially limited to \$47,000, Wilson and District staff will prioritize the tasks to make the best use of resources to advance the project as far along as possible.

**PROPOSED MOTION**

Recommended motion is:

“I move to authorize the general manager execute a professional services agreement with Wilson Engineering, LLC for Phase 1 – Design/Permitting Scope of Work for time and materials not-to-exceed \$47,000; and that the authorized not-to-exceed amount may be increased by future amendment as additional funds are allocated by the Board of Commissioners.”

# **Lake Whatcom Water and Sewer District Division 7 Reservoir Seismic Upgrade and Shake Alert Implementation Project**

## **EXHIBIT A SCOPE OF WORK**

The District has identified the Division 7 Tank as structurally and seismically deficient and a high priority for being replaced. The District is in the process of securing a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant to fund this project. The FEMA grant contract may require federal and state contract clauses. When those conditions are known, any required clauses will be added to the scope of work by future amendment to this professional services agreement.

This Scope of Work covers the project management, pre-design, engineering design, and bid process for the Division 7 Reservoir Seismic Upgrade and Shake Alert Implementation project. The specific project tasks are described below.

### **Task 1 - Project Management**

- 1.1 Prepare monthly billing, cost tracking exhibits, and progress reports.
- 1.2 Conduct quarterly coordination meetings with the District.
- 1.3 Coordination with Sudden Valley Community Association (SVCA) and the Firs.
- 1.4 Coordination with District Operations Staff
- 1.5 Conduct Project Quality Assurance / Quality Control reviews.

### **Task 2 - Geotechnical Engineering**

A temporary access agreement must be executed with the Firs prior to accessing the site to perform geotechnical field work and test pits.

Wilson will assist the District to coordinate a temporary access agreement with the Firs (Included in Task 6).

- 2.1 Review available geologic data and available geotechnical reports in the project vicinity regarding subsurface soil and groundwater conditions.
- 2.2 Geotechnical Field Work:
  - a. Perform a site visit (geotechnical consultant, Wilson Engineering, and LWWSD) to mark exploration locations to facilitate the utility clearance and review site access. The geotech will call the state “dial-before-you-dig” contractor number to clear utility locations prior to the explorations.
  - b. Evaluate subsurface soil and groundwater conditions at/near the proposed tank site by completing a series of geotechnical test pits with a track-mounted excavator subcontracted to GeoEngineers. Perform the following explorations:

- i. Two to three test pits per storage tank (four to six total) at/near the proposed storage tanks to a depth of approximately 10 feet or refusal on bedrock.
- ii. We have assumed one-day for the test pits with an excavator subcontracted to GeoEngineers.
- iii. The test pits will be monitored on a full-time basis by a geotechnical engineer or engineering geologist. The geotech representative will obtain samples of the various soils encountered, classify the materials and maintain a detailed log of the exploration. These samples will be sealed and returned to the geotech's laboratory for additional examination and laboratory testing, as deemed necessary.
- iv. The test pits will be backfilled with the excavated material and compacted with the bucket. These areas may require remedial excavation and repair during construction.
- v. While onsite for the utility locates or test pits, complete a geologic reconnaissance of the steep slope to evaluate site conditions that could affect slope stability and tank design.

### 2.3 Geotechnical Evaluation and Recommendations:

- a. Evaluate pertinent physical and engineering characteristics of the site soils from the results of laboratory tests performed on samples obtained from the exploration. In particular, complete moisture and gradation tests in the laboratory.
- b. Describe site conditions including detailed subsurface soil and groundwater conditions encountered based on results of the field exploration and laboratory analysis.
- c. Prepare a summary of site geologic hazards and mitigation (if any) to meet Whatcom County Critical Areas Ordinance, as appropriate.
- d. Provide recommendations for tank foundation design including allowable soil bearing pressure, minimum width and depth criteria, settlement (total and differential) estimates, and passive earth pressure criteria and coefficient of friction for evaluating sliding resistance. Provide foundation recommendations to limit differential settlements between foundations supported on soil/bedrock and/or structural fill.
- e. Provide seismic design parameters based on 2018 International Building Code (IBC)/American Society of Civil Engineers (ASCE) 7-16 including recommended site class, site coefficients, liquefaction, and surface fault potential. A site-specific seismic response analysis is not included in the evaluation.
- f. Provide recommendations for temporary and permanent cut and fill slopes, subgrade preparation, suitability of on-site soils for use as fill, specifications for imported soil for use as backfill, and backfill placement and compaction requirements.

- g. Provide general comments and discussion of potential geotechnical issues and construction difficulties that are identified during the field reconnaissance and explorations.
- h. Provide an electronic draft report for review and comment, and final geotechnical engineering report. The report will include conclusions and recommendations, a site plan and supporting data.

### **Task 2 Products**

- Geotechnical Engineering Report with supporting appendices

### **Task 3 - Tank Sizing, Design, and Report**

- 3.1 Develop tank size utilizing revised user data, including hydraulic modeling for operational modifications, check transmission pump capacity.
- 3.2 Meetings with LWUSD Staff on Tank Sizing Data, tank size recommendations and operational changes to support tank size.
- 3.3 Onsite Telemetry Testing for Shake Alert Facility Design:
  - a. Provide onsite services to test and evaluate telemetry cellular and radio communication options. Includes supply of portable antenna mast for evaluation of reservoir mounted telemetry hardware.
  - b. Provide engineering report for telemetry system options, signal strength, and technology feasibility.
- 3.4 Prepare Draft Project Report, review and discuss comments from LWUSD and DOH, and prepare Final Project Report for DOH approval.

### **Task 3 Products**

- Shake Alert / Telemetry Options Feasibility Report
- DOH Project Report

### **Task 4 – Permitting and Public Outreach**

- 4.1 Confirm and prepare all necessary County permits including Conditional Use Permit, Building Permit, and Demolition Permit.
- 4.2 Confirm and prepare SVCA Encroachment permit (for utility tie-ins, construction access)
- 4.3 Assist District with Communications and Negotiations with Permitting Agencies.
- 4.4 Attend meetings with Permitting and Funding agencies, as needed.
- 4.5 Prepare exhibits for, and attend, one public meeting for the project.

### **Task 4 Products:**

- Completed Permit applications
- Public meeting Exhibits

#### **Task 5 – Design Development**

- 5.1 Prepare draft and final Stormwater Engineering Report.
- 5.2 Prepare 30% Design plans for District review. Incorporate 30% plans into permit applications.
- 5.3 Prepare 90% plans including cover sheet and legend sheet, plan and profiles, and detail sheets. Develop Temporary Erosion and Sediment Control Plan (TESC).
- 5.4 Prepare 90% administrative and technical specifications. Wilson will utilize the District's standard construction contract documents as the base document and add any federal requirements to the standards documents.
- 5.5 Prepare package for submission to DOH for approval of Construction documents.
- 5.6 Incorporate review comments based on submittals to District and DOH administration.
- 5.7 Prepare 100% Bid Documents.
- 5.8 Provide construction cost estimates for 30%, 90% and 100% / final construction document submittals.

#### **Task 5 Products:**

- 30% Design plans, and construction cost estimate for permit applications and District review.
- 90% Design plans, specifications, and construction cost estimate for District review.
- Stormwater Engineering Report.
- 100% submittal package to District, DOH, and FEMA if needed.
- Bid Documents including plans, specifications, and construction cost estimate - three hard copies plus electronic files.

#### **Task 6 – Easement Support**

- 6.1 Update temporary access easement with the Firs for geotechnical and telemetry investigations, miscellaneous site visits.
- 6.2 Prepare legal description and exhibit for permanent Access and Utility Easement for new tank location.
- 6.3 Determine fair land value for permanent Access and Utility Easement for new tank location.
- 6.4 Prepare a Conservation Easement for the proposed stormwater treatment area.

#### **Task 7 – Bidding Assistance**

- 7.1 Prepare bid advertisement to District to advertise per FEMA requirements. Provide bid documents to District, Weekly Construction Reporter, and other District designated entities.

- 7.2 Receive and respond to contractor questions including distributing responses to other bidders. Prepare Addenda as needed; conduct Pre-Bid Meeting. Conduct Bid Opening and prepare Bid Tabulation.
- 7.3 Review contractor references, and bid submissions for compliance with District specifications and FEMA requirements. Prepare recommendation letter for contract award.

*Assumptions and limitations:*

- Assumes Project is exempt from the Tree Canopy Retention policy since it is a utility installation.
- Assumes Project tree clearing activities are Class 1 and does not require a DNR Forest Permit.
- No geotechnical evaluation shall be performed other than subsurface investigation described above.
- No wetland delineation to be performed.
- Assumes no Critical Areas are present other than potential Geologically Hazardous areas, which will be addressed in the Geotechnical Report.
- District will pay permit and recording fees and any compensation for easements.
- No additional topo survey will be performed. Assumes the District has available elevation data for the next downstream sanitary sewer manhole.
- Stormwater disposal will be accomplished through dispersion similar to the approach used for the existing access road.
- Walls or other structurally engineered elements will not be required, other than tank design by Baker Silo/Anvil.
- Assumes preparation of one easement document for water and sewer utilities and one temporary access agreement.

**EXHIBIT B**  
**COST SUMMARY**

***Estimate of hours:***

See attached spreadsheet.

***Subconsultants (See attached spreadsheet - Fee included in Task subtotal):***

Geotechnical Investigations – GeoEngineers  
Electrical Engineering – K Engineers  
Telemetry / Shake Alert Implementation – Quality Controls Corporation (QCC)  
Easement Acquisition Support – TBD  
Concrete Tank Structural Plans / Calculations – Baker Silo (Anvil Corporation)  
Environmental / Critical Areas (as needed) – TBD

***Other Anticipated Direct Costs:***

Document Reproduction  
Postage

***Task Order Total Price (time & materials not to exceed):***

Task 1: PM/Meetings/Coordination -	\$16,468
Task 2: Geotechnical Engineering -	\$15,800
Task 3: Tank Sizing, Design, and Report -	\$23,324
Task 4: Permitting and Public Outreach -	\$19,374
Task 5: Design Development -	\$100,274
Task 6: Easement Support -	\$14,808
Task 7: Bidding Assistance -	\$11,032
<b>Total =</b>	<b>\$201,080</b>

LAKE WHATCOM WATER AND SEWER DISTRICT

Division 7 Water Tank Replacement Project

Prepared by: M. Mankamy, P.E., Wilson Engineering LLC

Prepared for: Bill Hunter, P.E., LWWS District Engineer / Asst. General Manager

Proposal No.: 2021-130

Date: November 17, 2021

Consultants

- 1 Wilson - Project Control & Civil
- 2 Wilson - Surveying
- 3 Geoengineers
- 4 Quality Controls Corporation
- 5 K Engineers
- 6 TBD (Easement Appraisal)

Task Description	Consultant Work Scope						Subconsultant Expense	Principal Engineer	Senior Engineer	Engineer IV	Engineer III	Engineer II	Engineer I	Senior CAD Design Technician	Clerical	Senior Professional Land Surveyor	Senior Survey Technician	2-Person Survey Crew	
2022 Rates (\$/hr) =	1	2	3	4	5	6	L.S.	\$180	\$174	\$164	\$152	\$140	\$128	\$114	\$81	\$174	\$126	\$224	
<b>Task 1: Project Management / Meetings / Coordination</b>																			
Track and report progress & expenditures monthly								1	8										\$ 1,572
LWWSD Coordination Meetings (assume quarterly for 15 mo.)								5	10	10									\$ 4,280
Coordination with SVCA and The Firs								4	8	8									\$ 3,424
Coordination with Staff (Operations)								8	4	8									\$ 3,448
QA/QC								8	8					8					\$ 3,744
<b>Sub-Total</b>							\$ -	26	38	26	0	0	0	8	0	0	0	0	\$ 16,468
<b>Task 2: Geotechnical Engineering</b>																			
Geotechnical Field Work							\$ 6,400		2	2									\$ 7,076
Geotechnical Evaluation and Recommendations (incl Critical Areas Assessment (slopes))							\$ 4,500	4	4	6				2			2	6	\$ 8,724
<b>Sub-Total</b>							\$ 10,900	4	6	8	0	0	0	2	0	0	2	6	\$ 15,800
<b>Task 3: Tank Sizing, Design, and Report</b>																			
Develop tank size utilizing revised user data, including hydraulic modeling for operational modifications, check transmission pump capacity								4	1	16			8						\$ 4,542
Meeting with LWWSD Staff on Tank Sizing Data								2	1	4			2						\$ 1,446
Meeting with Operations staff to support tank size and operational changes required								2	1	4									\$ 1,190
Onsite Telemetry Testing for Shake Alert Facility Design							\$ 3,000	2	2	4									\$ 4,364
Prepare Draft Project Report								2	4	24			8	12					\$ 7,384
Review and Discuss Comments from LWWSD and DOH								2	2	8			2						\$ 2,276
Prepare Final Project Report								1	1	8				4					\$ 2,122
<b>Sub-Total</b>							\$ 3,000.00	15	12	68	0	0	20	16	0	0	0	0	\$ 23,324
<b>Task 4: Permitting and Public Outreach</b>																			
1-Conditional Use Permit Preparation								2	3	3			8						\$ 2,398
-Preapplication Meeting								2	4	4									\$ 1,712
-Traffic Concurrence Form										1			3						\$ 548
-Preliminary Stormwater Proposal										4									\$ 656
-Land Disturbance Permit Application									2				3						\$ 732
- SEPA Checklist								2	2	2			8						\$ 2,060
2 -Building Permit Preparation									1				3						\$ 558
3-Demolition Permit									1				3						\$ 558
4-SVCA Encroachment Permit									2				3						\$ 732
5- Assist District with Communications and Negotiations with Permitting Agencies								4	8	8									\$ 3,424
6-Meetings with Permitting and Funding Agencies								4	8	8									\$ 3,424
7-Public Meeting Exhibits and Attendance, 1 meeting								2	6	4			4						\$ 2,572
<b>Sub-Total</b>							\$ -	16	37	34	0	0	35	0	0	0	0	0	\$ 19,374



Task Description	Consultant Work Scope						Subconsultant Expense	Principal Engineer	Senior Engineer	Engineer IV	Engineer III	Engineer II	Engineer I	Senior CAD Design Technician	Clerical	Senior Professional Land Surveyor	Senior Survey Technician	2-Person Survey Crew	
2022 Rates (\$/hr) =	1	2	3	4	5	6	L.S.	\$180	\$174	\$164	\$152	\$140	\$128	\$114	\$81	\$174	\$126	\$224	
<b>Task 5: Design Development</b>																			
Draft Stormwater Engineering Report										30									\$ 4,920
Final Stormwater Engineering Report										4									\$ 656
30% Plans							\$ 3,930.00	8	16	36				64					\$ 21,354
30% Estimate							\$ 1,970.00	2	2	8									\$ 3,990
90% Plans							\$ 8,840.00	12	16	44				64					\$ 28,296
90% Specifications							\$ 1,970.00	8	8	40			32						\$ 15,458
90% Estimate							\$ 990.00	1	2	8			4						\$ 3,342
Submit to DOH for approval of Construction Documents, Incorporate review comments from DOH and District								1	2	8			2						\$ 2,096
100% Plans							\$ 990.00	4	6	12				24					\$ 7,458
100% Specifications							\$ 500.00	3	4	12			10						\$ 4,984
100% Estimate							\$ 500.00	1	2	6			2						\$ 2,268
Structural Engineering Plans from Baker Silo							\$ 4,320.00		2	2				4					\$ 5,452
<b>Sub-Total</b>							<b>\$ 24,010.00</b>	<b>40</b>	<b>60</b>	<b>210</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>156</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 100,274</b>
<b>Task 6: Easement Support</b>																			
Update temporary access agreement with the Firs								1	1							2	3		\$ 1,080
Prepare Easement Legal Description and Exhibit								1	2							5	7		\$ 2,280
Fair Land Values (Special Sub) for easement and FEMA funding							\$ 8,100	4	2										\$ 9,168
Prepare Conservation Easement (Stormwater)								1	2							5	7		\$ 2,280
<b>Sub-Total</b>							<b>\$ 8,100</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>17</b>	<b>0</b>	<b>\$ 14,808</b>
<b>Task 7: Bidding Assistance</b>																			
Provide Bid Documents to WCR Plan Center									1	1					2				\$ 500
Respond to Bidder Inquiries							\$ 2,900	1	4	4					4				\$ 4,756
Addenda (assume 2)								1	4	4					4				\$ 1,856
Conduct Prebid Conference								2	6	6									\$ 2,388
Attend Bid Opening									2	2									\$ 676
Review bids and qualifications, and award recommendation								1	2	2									\$ 856
<b>Sub-Total</b>							<b>\$ 2,900.00</b>	<b>5</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 11,032</b>
<b>Direct Expenses</b>							\$ -												\$ -
<b>Project Total</b>							<b>\$ 48,910</b>	<b>113</b>	<b>179</b>	<b>365</b>	<b>-</b>	<b>-</b>	<b>105</b>	<b>182</b>	<b>10</b>	<b>12</b>	<b>19</b>	<b>6</b>	<b>\$ 201,080</b>

Assumptions:

1. No additional topo survey to be performed.
2. We assume that the District has available elevation data for the next downstream sanitary sewer manhole .
3. Stormwater disposal will be accomplished through dispersion similar to existing road.
4. Walls or other structurally engineered elements will not be required other than the tank design covered by Baker Silo/Anvil.
5. Excludes construction engineering and surveying, record drawings, etc.
6. Vacation of existing easement does not require WE surveyors.
7. One new easement for water and sewer utilities.
8. Tree Retention Plan not required due to utility exemption in Lake Whatcom Overlay District Chapter 20.51.440 (1) (a) (ii).
9. DNR Forest Permit not required (Class 1).
10. No Critical Areas present other than potential Geologically Hazardous to be addressed by Geotechnical Report.

## **EXHIBIT C**

### **PROJECT SCHEDULE**

***Milestone dates (goals):***

- Geotechnical Field Work and Report - February 2022
- 30% Design and Draft Stormwater Report, Submit Conditional Use Permit – March 2022
- Tank Sizing, Design, and Project Report to DOH – March 2022
- Draft Easement Documents – April, 2022
- Project Report approval - June 2022
- 90% Plans / Specs / Estimate and Final Stormwater Engineering Report submittal - September 2022
- DOH Construction Document Review / Approval - October - November 2022
- Bid Documents complete - December 2022
- Advertise for Bids – January 2023
- Bid opening - February 2023
- Bid Award recommendation - March 2023

**EXHIBIT D**  
**INSURANCE**

**Insert Insurance Cert.**

**EXHIBIT E**  
**BILLING RATES AND ALLOWABLE ODC'S**

Principal Engineer	\$180
Senior Engineer	\$174
Engineer IV	\$164
Engineer III	\$152
Engineer II	\$140
Engineer I	\$128
Environmental / Permit Technician	\$96
Senior CAD Design Technician	\$114
CAD Design Technician	\$95
Inspector I	\$100
Inspector II	\$120
Clerical	\$81
Senior Professional Land Surveyor	\$174
Hydrographer	\$188
Professional Land Surveyor	\$166
Senior Survey Technician	\$126
Survey Technician	\$100
1-Person Survey Crew	\$150
2-Person Survey Crew	\$224
3-Person Survey Crew	\$280
3-D Scanning Survey Crew	\$295
Hydrographic Survey Crew	\$330
1-Person Survey Crew Prevailing Wage	\$180
2-Person Survey Crew Prevailing Wage	\$285
3-Person Survey Crew Prevailing Wage	\$370

Sub-consultants – reimbursed at cost plus 8%

Reimbursable direct expenses – reimbursed at cost plus 8% - include (but are not limited to) the following:

- Project application fees and project permit fees; publication of notices
- Reproduction of drawings and construction documents
- Postage and shipping
- Direct expenses for travel, meals and lodging outside of Whatcom and Skagit Counties
- Mileage at project-current IRS mileage rate
- Specialized Equipment Rental, at rental rate

**EXHIBIT F**  
**KEY PERSONNEL**

**CIVIL ENGINEERING**

Melanie Mankamy, P.E.	Project Manager
Curtis Schoenfelder, P.E.	Project Manager / Senior Project Engineer
Brian Smith, PE	Project Engineer (Engineer IV)
Rhett Winter, P.E., LEED, AP ND	Project Engineer (Engineer IV -Stormwater Design)
Ben Gibson, PE	Engineer III
Eric Hull, EIT	Engineer I
Ria Nickerson	Senior CAD Design Tech
Jeffery G. Smith	Senior CAD Design Tech


**LAND AND HYDROGRAPHIC SURVEY**

J. Thomas Brewster, PLS, CFM	Manager, Survey Department, Senior Professional Land Surveyor
Paul Darrow, PLS	Professional Land Surveyor
Bruce Raper	Senior Survey Technician
Alan Mooers, LSIT	Senior Survey Technician
Collette McNabb	Senior Survey Technician
Alger Beal	Senior Survey Technician
Colin Hopps	Survey Technician



**AGENDA  
BILL  
Item 7.E**

**Rocky Ridge and Lakewood  
Sewer Lift Stations  
Improvements Project  
Professional Services Agreement**

DATE SUBMITTED:	November 17, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer / Assistant General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. RH2 Engineering – Phase 1 Predesign Scope of Work and Fee Estimate		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input checked="" type="checkbox"/>	INFORMATIONAL /OTHER <input type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

As part of Lake Whatcom Water and Sewer District's long-term capital improvement plan, the Rocky Ridge and Lakewood Sewer Lift Stations, constructed in the late 1970's, are scheduled for renewal or replacement. Both stations are located on the south shoreline of Lake Whatcom between Sudden Valley and Geneva. Physical access to these stations is very challenging due to steep slopes and no public or private access roads. Each of these stations serves a small number of residences.

Following the request for qualifications and consultant selection process, the Board authorized the General Manager to enter into negotiations with RH2 Engineering for a professional services agreement for design and permitting services. District and RH2 staff met virtually to coordinate the scope of work for the initial Phase 1 – Predesign.

The Phase 1 – Predesign scope of work includes an alternatives analysis intended to take a step back, look at the big picture, and consider if other possible options might provide a better long term solution. The fact that these stations serve a very small number of residences, are difficult to physically access, and have some segments of gravity collection mains and manholes located beneath the lake warrant this additional analysis. The goal of the analysis is to determine the best option that provides the most economical solution for long term operation and maintenance of wastewater collection infrastructure (sewer mains, manholes, and pump stations) serving these two small groups of residences.

Phase 1 – Predesign also includes the typical work of preparing an initial topographic survey, gathering of pump and electrical information, predesign report, 30% design plans, and Whatcom County shorelines permitting.

The anticipated schedule is to complete predesign summer 2022; and permitting by end of 2022. Future Phase 2 – Design and Bidding is planned for completion spring 2023. Future Phase 3 – Construction is planned to occur summer 2023.

**FISCAL IMPACT**

The 2021 approved budget includes \$140,000 for predesign and permitting for the Rocky Ridge and Lakewood Sewer Pump Station Improvements Project.

The draft 2022 budget presented at the November 10, 2021 board meeting includes an additional \$40,000 of funding which increases the total predesign and permitting budget to \$180,000.

With the upcoming adoption of the 2022 budget, predesign and permitting work will be fully funded. The majority of this scope of work will be completed (and costs incurred) in 2022.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Infrastructure Strategy and Performance  
Community Sustainability

**RECOMMENDED BOARD ACTION**

Staff recommends that the Board authorize the General Manager to execute a professional services agreement with RH2 Engineering for the work defined in proposed Phase 1 – Predesign Scope of Work for time and materials not to exceed \$176,085.

**PROPOSED MOTION**

Recommended motion is:


“I move to authorize the general manager execute a professional services agreement with RH2 Engineering for Phase 1 – Predesign Scope of Work for time and materials not to exceed \$176,085 as presented.”





**AGENDA  
BILL  
Item 7.F**

**Washington State  
Department of Health  
Treatment Optimization Program (TOP)  
20-year Award Presentation**

DATE SUBMITTED:	October 27, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. none		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

The Lake Whatcom Water and Sewer District's South Shore Water System, which serves the Geneva and Sudden Valley communities, is supplied by the Sudden Valley Water Treatment Plant. The plant uses rapid filtration technology to treat water drawn from Lake Whatcom prior to distribution throughout the South Shore Water System.

In 2001, the Washington State Department of Health created its Treatment Optimization Program (TOP) to recognize rapid rate filtration plants throughout Washington State for compliance with regulatory compliance. Of the 59 rapid rate filtration plants in operation in the State, the District's Sudden Valley WTP is one of four that has met regulatory requirements since the TOP's inception (20 consecutive years). To recognize this accomplishment, DOH Assistant Regional Manager, John Ryding, and Regional Engineer, Laura McLaughlin, will present a TOP 20-year Award to the District.

**FISCAL IMPACT**

No fiscal impact is anticipated.

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Product Quality

**RECOMMENDED BOARD ACTION**

None.


**PROPOSED MOTION**

Not applicable.



**AGENDA  
BILL  
Item 9.A**

**General Manager's  
Report**

DATE SUBMITTED:	November 18, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Justin Clary, General Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. General Manager's Report		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information from the General Manager in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



## LAKE WHATCOM WATER AND SEWER DISTRICT

### General Manager's Report

#### Upcoming Dates & Announcements

Regular Meeting – Wednesday, November 24, 2021 – 8:00 a.m.

#### Important Upcoming Dates

Lake Whatcom Water & Sewer District			
Regular Board Meeting	Wed Dec 8, 2021	6:30 p.m.	Remote Attendance
Employee Staff Meeting	Thu Dec 9, 2021	8:00 a.m.	Remote Attendance Commissioner Carter to attend
Investment Comm. Meeting	Wed Dec 29, 2021	10:00 a.m.	Remote Attendance
Safety Committee Meeting	Thu Dec 16, 2021	8:00 a.m.	Remote Attendance
Lake Whatcom Management Program			
Policy Group Meeting	Wed Dec 1, 2021	3:00 p.m.	Remote Attendance
Joint Councils Meeting	March 2022	TBD	TBD
Other Meetings			
WASWD Section III Meeting	Tue Dec 14, 2021	7:00 p.m.	Remote Attendance
Whatcom Water Districts Caucus Meeting	Wed Dec 15, 2021	2:00 p.m.	Remote Attendance
Whatcom County Council of Governments Board Meeting	Wed Dec 8, 2021	3:00 p.m.	Remote Attendance

#### Committee Meeting Reports

Safety Committee:

- No committee meeting has been held since last board meeting.

Investment Committee:

- No committee meeting has been held since last board meeting.

#### Upcoming Board Meeting Topics

- 2022 Budget adoption
- 2022-2027 Six-year Strategic Business Plan adoption
- Water Use Efficiency Plan update adoption
- Interlocal agreement with Whatcom Conservation District for water conservation services

## 2021 Initiatives Status

### Administration and Operations

#### Six-Year Strategic Business Plan

- Develop department-specific business plans that define staffing, facility, and equipment needs necessary to meet level-of-service standards over the six-year planning horizon.  
*The Board conducted a work session on the first revision of the strategic plan on September 8, as well as a retreat on October 25 to discuss the strategic plan, rate study, and capital improvement program priorities. Consideration of plan adoption is scheduled for December 8 meeting.*

#### Rate Study

- Conduct a rate study for the water and sewer utilities for the six-year planning horizon, including funding strategies related to significant capital improvements anticipated during and beyond the planning horizon.  
*A presentation on progress was provided during the May 26 board meeting; the rate study was discussed during the November 10 Board meeting; master fees and charges schedule has been updated to reflect Board-directed rates and will be considered during the November 24 meeting.*

#### Investment Policy Review

- Conduct a comprehensive review of the District's investment policy aimed at optimizing return on investments while sufficiently protecting District funds.  
*Resolution No. 473, which revised and incorporated the investment policy into the administrative code, was adopted by the board during its April 28, 2021 meeting.*

#### Capital Improvement Program Support

- Support the Engineering Department through management of specific capital improvement project(s).  
*The general manager is managing the Eagleridge Water Booster-Metering Station Conversion project (District Project No. C2011), the Water Use Efficiency Plan update (District Project No. A2115), and the Commissioner Boundary Update project (District Project No. A2116).*

#### Fill Anticipated Finance Manager Position Vacancy

- With the retirement of the District's Finance Manager anticipated in July 2021, engage in a recruitment and hiring process that allows for seamless transition of leadership in the Finance Department.  
*Jennifer Signs joined the District as the new Finance Manager on June 28.*

#### Negotiate Successor District-AFSCME Agreement

- With the current labor agreement scheduled to expire December 31, 2021, negotiate a successor agreement that aligns with District financial capacity and Board goals.  
*A negotiations kick-off meeting was held July 20, 2021, and subsequent meetings were held on August 2 and 24, and November 1 and 10. The next meeting is scheduled for November 23.*

### Emergency Response/System Security

#### America's Water Infrastructure Act-compliant Risk Management Program

- Conduct a USEPA-compliant risk and resilience assessment by June 30, 2021.  
*Sewer and water utility assessments are complete and were certified on February 8.*
- Develop a USEPA-compliant emergency response plan by December 31, 2021.  
*The District's emergency response plan update was certified on September 21.*

## Community/Public Relations

### General

- Website  
*The District's web content is reviewed and updated on a regular basis.*
- Social Media  
*Posts are made to District Facebook and LinkedIn pages regularly; Nextdoor is regularly monitored for District-related posts.*
- Press Releases  
*Press releases were issued on February 24 (public notification of daytime road closures assoc. with Division 30 water main repairs), March 1 (EnviroStars certification), July 8 (Jenny Signs hire) August 20 (Justin Clary appointment to Public Works Board), September 27 (TOP Award receipt), and November 15 (health advisory for direct lake draw residents due to flood event).*

### Intergovernmental Relations

- *J Clary was scheduled to meet with Eric Johnston, Bellingham PW Director, on November 15; meeting postponed due to flood event response activities.*
- *J Clary scheduled to attend YWCA Bellingham leadership breakfast on November 19.*

### Public Works Board

- Pursue appointment as WASWD representative on the Washington State Public Works Board.  
*J Clary appointed to the Washington State Public Works Board by Governor Inslee on August 17.*

## Lake Whatcom Water Quality

### Management Program

- Participate in meetings of Lake Whatcom Management Program partners.  
*J Clary attended the interjurisdictional coordinating team meeting on November 18.*


### Onsite Septic System Conversion Program

- Pursue connection of the one remaining septic-served parcel located within 200 feet of District sewer system identified in the memorandum to the Board dated April 9, 2020.  
*To be initiated.*



**AGENDA  
BILL  
Item 9.B**

**Engineering Department  
Report**

DATE SUBMITTED:	November 18, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Bill Hunter, District Engineer		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. Engineering Department Report		
	2. Summary of District Projects		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information regarding District projects and current priorities in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



# Lake Whatcom Water & Sewer District Engineering Department Report

Prepared for the November 24, 2021 Board Meeting  
Data Compiled 11/18/21 by RH, BH, RM, KH

Status of Water and System Capacities				
	South Shore ID# 95910	Eagleridge ID# 08118	Agate Heights ID# 52957	Johnson Well ID# 04782
DOH Approved ERUs	**	85	81	2
Connected ERUs	3919	68	44	2
Remaining Capacity (ERUs)	**	17	37	0
Permitted ERUs Under Construction	38	0	0	0
Pre-paid Connection Certificates & Expired Permit	13	0	5	0
Water Availabilities (trailing 12 months)	52	0	0	0
Subtotal - Commitments not yet connected	103	0	5	0
<b>Available ERUs</b>	<b>**</b>	<b>17</b>	<b>32</b>	<b>0</b>

\*\* Per DOH, water system capacity is sufficient for buildout. Oct 2018

Agate Heights approved ERUs increased from 57 to 81 with DOH Approval August 10, 2021

Annual Reports		
Name Of Report	Deadline	Completed
Report Number of Sewer ERUs to City of Bellingham Prepared by: Bill Hunter	January 15	March 22, 2021
Other Reports		
Name Of Report	Deadline	Last Completed
Water Right Permit No. G1-22681 Development Extension	Due Every 5 Years Next Due Feb 15, 2023	2018
Water Right Permit No. S1-25121 Development Extension	Due Every 5 Years Next Due March 30, 2023	2018

# Summary of District Projects

Report Prepared 11/18/2021

Project Number	Project Title / Tasks	Authorized Budget	Spent to Date	Amount Remaining	2021 Schedule											
					J	F	M	A	M	J	J	A	S	O	N	D
C 1802	Dellesta, Edgewater & Euclid Sewer Pump Stations	\$1,690,604	\$1,094,583	\$596,021												
C 1814	Agate Heights WTP and Opal Booster Upgrades	\$359,320	\$343,059	\$16,261												
C 1908	Fire Flow Improvements - Hydraulic Model Calibration	\$15,000	\$12,381	\$2,619												
C 1909	Little Strawberry Bridge Water Main Predesign & Estimate	\$20,000	\$0	\$20,000												
G 1910	SVWTP and AHWTP Misc Component Replacement (Raw pH Probe, 4 Pump Control Valves, 2 Surge Valves, Spare Transfer Pump, AHWTP Finish Meter)	\$72,000	\$66,807	\$5,193												
C 1913	SVWTP 20-Year Facility Plan	\$159,710	\$108,630	\$51,080												
M 1917	Beaver & Flat Car PLC and UPS Improvements	\$118,191	\$115,386	\$2,805												
C 2003	Sewer System Rehab and Replacement Projects	\$116,640	\$124,884	\$8,244												
C 2006	SCADA Telemetry - Managed Ethernet Switches	\$20,000	\$15,045	\$4,955												
C 2007	Administrative Server Hardware	\$25,000	\$0	\$25,000												
C 2011	Convert Eagleridge Booster to Metering Station	\$30,000	\$25,926	\$4,074												
C 2012	Austin-Fremont PRV Rebuild	\$10,000	\$0	\$10,000												
C 2013	Geneva and Div 22 Res-Immersed Current Cathodic Protection	\$40,000	\$43,351	\$3,351												
C 2016	SVWTP Misc Component Replacement (CCB Fiberglass Ladder, Spare 300 Amp Breakers, Div 22 Finish Meter, Raw Meter, CCB Pressure Transmitter, Intake Anchorage Warning Signs)	\$40,000	\$14,559	\$25,441												
A 2021	AWIA Risk Assessment and Emergency Response Plans	\$10,000	\$0	\$10,000												
A 2025	Rate Study	\$30,000	\$14,760	\$15,240												
A 2101	General Engineering Services - 5 Year Contract			\$0												
C 2102	Annual Asphalt Patching	\$35,000	\$20,805	\$14,195												
C 2103	Centimeter Grade GPS with Real Time Corrections & Training	\$20,000		\$20,000												
C 2104	Exterior Receptacles for Block Heaters and Battery Chargers	\$10,000		\$10,000												
C 2105	HDPE Pipe Electro-fusion Machine & Crew Training	\$11,000	\$4,878	\$6,122												
C 2106	SVWTP to SVPS Telemetry Comm Study, Testing	\$10,000	\$1,882	\$8,118												
C 2107	Camp Firwood Dead End Water Main Auto Flusher	\$5,000		\$5,000												
C 2108	SVWTP Raw Water Intake Piping Verify Alignment / Excavation	\$15,000		\$15,000												
C 2109	Geneva Res Insert Valve for Emergency Isolation	\$25,000		\$25,000												
C 2110	Division 30 Booster PLC and UPS Improvements	\$60,000		\$60,000												
C 2111	Div 7 Reservoir Predesign, Esmts & Permitting	\$63,000	\$15,403	\$47,597												
C 2112	Rocky Ridge & Lakewood Predesign and Shoreline Permitting	\$140,000	\$221	\$139,779												
C 2113	Flat Car Reverse Flow to SVPS - Design & Permitting	\$50,000		\$50,000												
C 2114	LWBI-CIPP, and I&I	\$180,000	\$149,923	\$30,077												
A 2115	Water Use Efficiency Goals Update	\$14,900	\$8,951	\$5,949												
A 2116	Commissioner District Boundary Census Update															
M 2117	Janitorial Services															
M 2118	Div 30 Transmission Line Break	\$146,698	\$146,698	\$0												
A 2119	Sewer Capacity Analysis	\$10,000	\$2,344													
M 2120	Nov 2021 Flood Event - Emergency Response															

## NOTATION LEGEND

A Administrative Project

C Capital Project

M Maintenance Project

Sewer Project (Green Font)

Water Project (Blue Font)

Sewer and Water Project (Black Font)

p Planned (labor not started)

a Active (labor underway)

c Completed (no further labor needed)


t Target Completion





**AGENDA  
BILL  
Item 9.C**

**Finance Department  
Report**

DATE SUBMITTED:	November 18, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS	FROM: Jennifer Signs, Finance Manager		
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS	1. October Cash Summary		
	2. October Detail Financial Report		
	3.		
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information regarding District finances in advance of the Board meeting.

**FISCAL IMPACT**

None

**APPLICABLE EFFECTIVE UTILITY MANAGEMENT ATTRIBUTE(S)**

Financial Viability

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None



**LAKE WHATCOM WATER AND SEWER  
INVESTMENTS/CASH AS OF 10/31/2021**

---

**Cash Summary**

Petty Cash	\$ 1,600
Cash	\$ 1,053,367
Public Funds Account	\$ 503,106

**WA Federal** **\$ 1,558,073**

**Local Gov't Investment Pool** **\$ 236,491**

**Investment Summary**

		PAR VALUE		YIELD
FHLMC - Pro Equity	Non-callable	\$ 997,122	Jan-22	0.06%
FNMA-Pro Equity	Non-callable	\$ 1,039,976	Jan-23	0.13%
FFCB - Pro Equity	Callable	\$ 799,999	Jan-24	0.19%
FANNIE MAE - Pro Equity	Callable	\$ 500,823	Jun-24	0.21%
Discounts, Accrued Interest		(\$27,406)		
<b>US Bank Safekeeping</b>		<b>\$ 3,310,514</b>		

**Total Cash & Investments** **\$ 5,105,078**

**USE OF FUNDS**

Bond Reserve - Restricted	\$ 772,334
Contingency - Assigned	\$ 1,275,000
Operating - Unassigned	\$ 970,000
Unassigned	\$ 2,087,744
	<b>\$ 5,105,078</b>

**Fund Balance Summary**

Water Utility Fund (401)	\$ 1,142,886
Sewer Utility Fund (402)	\$ 1,914,858
Sewer Contingency Fund (425)	\$ 815,000
Water Contingency Fund (426)	\$ 460,000
Bond Reserve Fund (460)	\$ 772,334
	<b>\$ 5,105,078</b>

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:04:35 Date: 11/17/2021

Page: 1

## 401 Water Fund

Revenues	Amt Budgeted	October	YTD	Remaining
----------	--------------	---------	-----	-----------

### 308 Beginning Balances

308 91 00 01	Beginning Balance - Water	920,000.00	0.00	1,042,063.85	(122,063.85)	0.0%
	308 Beginning Balances	920,000.00	0.00	1,042,063.85	(122,063.85)	0.0%

### 340 Charges For Services

343 40 10 00	Water Sales Metered	2,770,313.00	313,957.92	2,341,442.71	428,870.29	15.5%
343 40 20 01	DEA Permits - Water	0.00	0.00	(8,711.00)	8,711.00	100.0%
343 41 10 01	Building Permits - Water	96,000.00	8,403.00	320,535.64	(224,535.64)	0.0%
	340 Charges For Services	2,866,313.00	322,360.92	2,653,267.35	213,045.65	7.4%

### 350 Fines & Forfeitures

359 81 10 00	Combined Fees	17,500.00	1,064.03	9,836.24	7,663.76	43.8%
359 90 00 00	Late Fees	27,500.00	488.79	646.23	26,853.77	97.7%
	350 Fines & Forfeitures	45,000.00	1,552.82	10,482.47	34,517.53	76.7%

### 360 Misc Revenues

361 11 00 00	Investment Interest	20,000.00	30.78	48,423.25	(28,423.25)	0.0%
362 10 00 00	Deposits For Bulk Meter	0.00	0.00	(1,500.00)	1,500.00	100.0%
369 10 00 00	Sale Of Surplus	1,000.00	0.00	4,176.05	(3,176.05)	0.0%
369 10 01 00	Miscellaneous	1,000.00	0.00	293.29	706.71	70.7%
	360 Misc Revenues	22,000.00	30.78	51,392.59	(29,392.59)	0.0%

### 390 Other Revenues

398 20 00 01	Insurance Recoveries	0.00	0.00	137,563.97	(137,563.97)	0.0%
	390 Other Revenues	0.00	0.00	137,563.97	(137,563.97)	0.0%

<b>Fund Revenues:</b>	<b>3,853,313.00</b>	<b>323,944.52</b>	<b>3,894,770.23</b>	<b>(41,457.23)</b>	<b>0.0%</b>
-----------------------	---------------------	-------------------	---------------------	--------------------	-------------

Expenditures	Amt Budgeted	October	YTD	Remaining
--------------	--------------	---------	-----	-----------

### 534 Water Utilities

534 10 10 00	Water - Gen Admin Payroll	355,000.00	27,671.22	296,631.81	58,368.19	16.4%
534 10 20 00	Water - Gen Admin Personnel Benefits	163,000.00	11,955.11	125,385.21	37,614.79	23.1%
534 10 31 00	Water - Gen Admin Supplies	25,000.00	13,104.68	22,744.11	2,255.89	9.0%
534 10 31 01	Water - Meetings/Team building	2,000.00	86.06	1,625.49	374.51	18.7%
534 10 40 00	Water - Merchant Serivces Fees	10,000.00	1,257.06	11,836.47	(1,836.47)	0.0%
534 10 40 01	Water - Bank Fees	750.00	68.52	712.06	37.94	5.1%
534 10 41 00	Water - Quality Assurance Programs	65,000.00	0.00	15,952.27	49,047.73	75.5%
534 10 41 01	Water - Gen Admin Prof Srvc	136,350.00	14,435.16	150,012.73	(13,662.73)	0.0%
534 10 41 02	Water- Engineering Srvc	20,000.00	0.00	9,734.74	10,265.26	51.3%
534 10 41 03	Water - Legal Srvc	20,000.00	1,422.25	16,539.50	3,460.50	17.3%
534 10 41 20	Water - 20 Year SVWTP Plan	64,350.00	736.15	38,374.36	25,975.64	40.4%
534 10 42 00	Water - Admin Communication	30,000.00	2,405.53	24,951.92	5,048.08	16.8%
534 10 45 00	Water - Gen Admin Lease	5,000.00	785.00	4,584.33	415.67	8.3%
534 10 46 00	Water - Gen Admin Insurance	90,000.00	0.00	2,176.87	87,823.13	97.6%
534 10 49 00	Water - Gen Admin Misc	500.00	0.00	25.00	475.00	95.0%
534 10 49 01	Water- Memberships/Dues/Permits	15,000.00	1,049.32	16,716.97	(1,716.97)	0.0%

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:04:35 Date: 11/17/2021

Page: 2

## 401 Water Fund

Expenditures	Amt Budgeted	October	YTD	Remaining	
534 Water Utilities					
534 10 49 02 Water - Taxes	115,000.00	15,423.15	120,253.44	(5,253.44)	0.0%
534 40 43 00 Water - Admin Training & Travel	10,000.00	299.88	3,045.71	6,954.29	69.5%
534 40 43 01 Water- Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
534 50 31 00 Water - Maintenance Supplies	120,000.00	26,444.78	72,914.77	47,085.23	39.2%
534 50 31 01 Water- Small Assets	40,000.00	13,443.87	51,995.71	(11,995.71)	0.0%
534 50 48 00 Water - Repair & Maint	177,063.00	1,420.47	189,116.62	(12,053.62)	0.0%
534 50 49 00 Water - Insurance Claims	2,500.00	0.00	0.00	2,500.00	100.0%
534 60 41 00 Water - Operations Contracted (Edge Analytical)	12,500.00	464.00	6,734.00	5,766.00	46.1%
534 60 47 00 Water - City of Bellingham	40,000.00	0.00	38,811.79	1,188.21	3.0%
534 80 10 00 Water - Operations Payroll	570,500.00	49,029.89	486,703.48	83,796.52	14.7%
534 80 20 00 Water - Operations Personnel Benefits	245,000.00	21,796.09	206,354.05	38,645.95	15.8%
534 80 32 00 Water - Operations Fuel	10,000.00	1,979.01	10,335.11	(335.11)	0.0%
534 80 35 00 Water - Safety Supplies	10,000.00	58.74	2,334.58	7,665.42	76.7%
534 80 35 01 Water - Safety Boots	1,250.00	0.00	719.07	530.93	42.5%
534 80 35 02 Water - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
534 80 43 00 Water - Operation Training/Travel/Certifications	10,000.00	249.66	5,799.94	4,200.06	42.0%
534 80 47 00 Water - Ops Utilities	115,000.00	12,487.08	99,471.29	15,528.71	13.5%
534 80 49 00 Water - Operations Laundry	2,000.00	110.22	1,100.61	899.39	45.0%
534 Water Utilities	2,488,263.00	218,182.90	2,033,694.01	454,568.99	18.3%

## 580 Non Expenditures

589 99 99 99 Payroll Benefit Liabilities	0.00	1,916.59	1,832.84	(1,832.84)	0.0%
580 Non Expenditures	0.00	1,916.59	1,832.84	(1,832.84)	0.0%

## 591 Debt Service

591 34 77 01 Geneva AC Mains Principal	119,937.00	0.00	119,937.50	(0.50)	0.0%
591 34 77 02 Div 22 Reservoir Principal	65,475.00	0.00	65,474.71	0.29	0.0%
592 34 83 01 Geneva AC Mains Interest	26,986.00	0.00	26,985.94	0.06	0.0%
592 34 83 02 Div 22 Reservoir Interest	16,696.00	0.00	16,696.05	(0.05)	0.0%
591 Debt Service	229,094.00	0.00	229,094.20	(0.20)	0.0%

## 594 Capital Expenditures

594 34 60 01 Capital Outlay - Budget Only	606,650.00	0.00	0.00	606,650.00	100.0%
594 34 62 01 Capital Projects - Water Structures	0.00	210.00	275,517.14	(275,517.14)	0.0%
594 34 63 01 Capital Projects - Water System	0.00	30,974.07	171,348.76	(171,348.76)	0.0%
594 34 64 01 Capital Outlay - Water Equipment	0.00	0.00	40,397.87	(40,397.87)	0.0%
594 Capital Expenditures	606,650.00	31,184.07	487,263.77	119,386.23	19.7%

<b>Fund Expenditures:</b>	<b>3,324,007.00</b>	<b>251,283.56</b>	<b>2,751,884.82</b>	<b>572,122.18</b>	<b>17.2%</b>
---------------------------	---------------------	-------------------	---------------------	-------------------	--------------

<b>Fund Excess/(Deficit):</b>	<b>529,306.00</b>	<b>72,660.96</b>	<b>1,142,885.41</b>		
-------------------------------	-------------------	------------------	---------------------	--	--

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:04:35 Date: 11/17/2021

Page: 3

## 402 Sewer Fund

Revenues	Amt Budgeted	October	YTD	Remaining
----------	--------------	---------	-----	-----------

### 308 Beginning Balances

308 91 00 02	Beginning Balance - Sewer	1,130,000.00	0.00	1,515,055.44	(385,055.44)	0.0%
	308 Beginning Balances	1,130,000.00	0.00	1,515,055.44	(385,055.44)	0.0%

### 340 Charges For Services

343 50 11 00	Sewer Service Residential	4,256,228.00	364,519.75	3,579,564.32	676,663.68	15.9%
343 50 19 00	Sewer Service Other	4,500.00	670.00	4,054.45	445.55	9.9%
343 50 80 00	Latecomers Fee ULID #18	0.00	0.00	250.00	(250.00)	0.0%
343 51 10 02	Building Permits - Sewer	142,500.00	9,400.00	343,301.50	(200,801.50)	0.0%
	340 Charges For Services	4,403,228.00	374,589.75	3,927,170.27	476,057.73	10.8%

### 360 Misc Revenues

361 11 00 02	Investment Interest	20,000.00	30.78	48,423.24	(28,423.24)	0.0%
361 40 00 02	ULID 18 Interest/Penalties	2,500.00	0.00	2,386.82	113.18	4.5%
368 10 00 02	ULID 18 Principal Payments	8,000.00	0.00	9,839.81	(1,839.81)	0.0%
369 10 00 02	Sale Of Surplus	1,000.00	0.00	1,009.60	(9.60)	0.0%
369 10 01 02	Miscellaneous	1,000.00	0.00	1,232.52	(232.52)	0.0%
369 40 00 02	Project Reimbursement	4,141.00	0.00	4,640.96	(499.96)	0.0%
	360 Misc Revenues	36,641.00	30.78	67,532.95	(30,891.95)	0.0%

<b>Fund Revenues:</b>	<b>5,569,869.00</b>	<b>374,620.53</b>	<b>5,509,758.66</b>	<b>60,110.34</b>	<b>1.1%</b>
-----------------------	---------------------	-------------------	---------------------	------------------	-------------

Expenditures	Amt Budgeted	October	YTD	Remaining
--------------	--------------	---------	-----	-----------

### 535 Sewer

535 10 10 00	Sewer - Admin Payroll	355,000.00	27,671.16	296,631.22	58,368.78	16.4%
535 10 20 00	Sewer - Gen Admin Personnel Benefits	155,000.00	11,954.72	125,407.87	29,592.13	19.1%
535 10 31 00	Sewer - Gen Admin Supplies	25,000.00	1,055.07	12,790.97	12,209.03	48.8%
535 10 31 01	Sewer - Meetings/Team Building	2,000.00	86.06	1,939.36	60.64	3.0%
535 10 40 00	Sewer - Merchant Services Fees	10,000.00	1,257.05	10,454.45	(454.45)	0.0%
535 10 40 01	Sewer - Bank Fees	750.00	68.53	712.06	37.94	5.1%
535 10 41 01	Sewer - Gen Admin Prof Svc	128,850.00	4,726.84	112,836.51	16,013.49	12.4%
535 10 41 02	Sewer - Engineering Svc	20,000.00	0.00	10,871.26	9,128.74	45.6%
535 10 41 03	Sewer - Legal Svc	20,000.00	1,422.25	16,539.50	3,460.50	17.3%
535 10 42 00	Sewer - Admin Communication	30,000.00	2,405.48	24,951.35	5,048.65	16.8%
535 10 45 00	Sewer - Gen Admin Lease	5,000.00	785.02	4,584.27	415.73	8.3%
535 10 46 00	Sewer - Gen Admin Insurance	90,000.00	0.00	2,176.88	87,823.12	97.6%
535 10 49 00	Sewer - Gen Admin Misc	500.00	0.00	10.79	489.21	97.8%
535 10 49 01	Sewer - Memberships/Dues/Permits	10,000.00	1,049.33	9,359.91	640.09	6.4%
535 10 49 02	Sewer - Taxes	115,000.00	9,370.88	84,079.93	30,920.07	26.9%
535 40 43 00	Sewer - Gen Admin TrainIng &Travel	10,000.00	299.98	2,740.98	7,259.02	72.6%
535 40 43 01	Sewer - Tuition Reimbursement	500.00	0.00	0.00	500.00	100.0%
535 50 31 00	Sewer - Maintenance Supplies	50,000.00	3,580.63	21,197.65	28,802.35	57.6%
535 50 31 01	Sewer - Small Assets	30,000.00	2,917.04	30,759.86	(759.86)	0.0%
535 50 48 00	Sewer - Repair & Maint	95,000.00	15,064.44	92,927.43	2,072.57	2.2%
535 50 49 00	Sewer - Insurance Claims	2,500.00	0.00	5,540.24	(3,040.24)	0.0%
535 60 41 00	Sewer - Operations Contracted	33,000.00	0.00	0.00	33,000.00	100.0%
535 60 47 00	Sewer - City of Bellingham	750,000.00	38,331.02	624,083.56	125,916.44	16.8%
535 80 10 00	Sewer - Operations Payroll	476,500.00	38,749.49	391,448.18	85,051.82	17.8%

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:04:35 Date: 11/17/2021

Page: 4

## 402 Sewer Fund

Expenditures	Amt Budgeted	October	YTD	Remaining	
535 Sewer					
535 80 20 00 Sewer - Operations Personnel Benefits	232,000.00	17,435.68	164,509.41	67,490.59	29.1%
535 80 32 00 Sewer - Operations Fuel	13,000.00	4,566.45	12,926.55	73.45	0.6%
535 80 35 00 Sewer - Safety Supplies	10,000.00	58.75	2,327.27	7,672.73	76.7%
535 80 35 01 Sewer - Safety Boots	1,250.00	0.00	719.10	530.90	42.5%
535 80 35 02 Sewer - Emergency Preparedness	5,000.00	0.00	0.00	5,000.00	100.0%
535 80 43 00 Sewer - Operations Training/Travel/Certification	10,000.00	29.68	1,366.37	8,633.63	86.3%
535 80 47 00 Sewer - Ops Utilities	105,000.00	7,745.14	91,309.42	13,690.58	13.0%
535 80 49 00 Sewer - Operations Laundry	2,000.00	165.35	1,672.08	327.92	16.4%
535 Sewer	2,792,850.00	190,796.04	2,156,874.43	635,975.57	22.8%

## 591 Debt Service

591 35 77 02 Bond 2016 Principal	435,000.00	0.00	435,000.00	0.00	0.0%
591 35 83 02 Bond 2016 Interest	205,425.00	0.00	205,425.00	0.00	0.0%
591 Debt Service	640,425.00	0.00	640,425.00	0.00	0.0%

## 594 Capital Expenditures

594 35 60 02 Capital Outlay - Budget Only	1,623,000.00	0.00	0.00	1,623,000.00	100.0%
594 35 62 02 Capital Projects - Sewer Structures	0.00	9,721.05	509,658.59	(509,658.59)	0.0%
594 35 63 02 Capital Projects- Sewer System	0.00	143,253.94	227,948.57	(227,948.57)	0.0%
594 35 64 02 Capital Outlay - Sewer Equipment	0.00	0.00	41,082.68	(41,082.68)	0.0%
594 Capital Expenditures	1,623,000.00	152,974.99	778,689.84	844,310.16	52.0%

## 597 Interfund Transfers

597 10 00 25 Transfer Out To Sewer Contingency	19,000.00	0.00	18,911.83	88.17	0.5%
597 Interfund Transfers	19,000.00	0.00	18,911.83	88.17	0.5%

<b>Fund Expenditures:</b>	<b>5,075,275.00</b>	<b>343,771.03</b>	<b>3,594,901.10</b>	<b>1,480,373.90</b>	<b>29.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>494,594.00</b>	<b>30,849.50</b>	<b>1,914,857.56</b>		

## Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:04:35 Date: 11/17/2021

Page: 5

### 425 Sewer Contingency Fund

Revenues		Amt Budgeted	October	YTD	Remaining	
308 Beginning Balances						
308 51 00 25	Beginning Balance - Sewer Contingency	796,000.00	0.00	796,088.17	(88.17)	0.0%
308 Beginning Balances		796,000.00	0.00	796,088.17	(88.17)	0.0%
397 Interfund Transfers						
397 10 00 25	Transfer In From Sewer Fund	19,000.00	0.00	18,911.83	88.17	0.5%
397 Interfund Transfers		19,000.00	0.00	18,911.83	88.17	0.5%
Fund Revenues:		815,000.00	0.00	815,000.00	0.00	0.0%
Fund Excess/(Deficit):		815,000.00	0.00	815,000.00		

# Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:04:35 Date: 11/17/2021

Page: 6

## 426 Water Contingency Fund

Revenues		Amt Budgeted	October	YTD	Remaining	
308 Beginning Balances						
308 51 00 26	Beginning Balance - Water Contingency	460,000.00	0.00	460,000.00	0.00	0.0%
308 Beginning Balances		460,000.00	0.00	460,000.00	0.00	0.0%
Fund Revenues:		460,000.00	0.00	460,000.00	0.00	0.0%
Fund Excess/(Deficit):		460,000.00	0.00	460,000.00		



# Monthly Trial Balance

Lake Whatcom W-S District

Time: 14:04:35 Date: 11/17/2021

Page: 7


## 460 Bond Reserve Fund

Revenues		Amt Budgeted	October	YTD	Remaining	
308 Beginning Balances						
308 31 00 60	Beginning Balance - Bond Reserve	772,334.00	0.00	772,334.39	(0.39)	0.0%
308 Beginning Balances		772,334.00	0.00	772,334.39	(0.39)	0.0%
Fund Revenues:		772,334.00	0.00	772,334.39	(0.39)	0.0%
Fund Excess/(Deficit):		772,334.00	0.00	772,334.39		



**AGENDA  
BILL  
Item 9.D**

**Operations Department  
Report**

DATE SUBMITTED:	November 18, 2021	MEETING DATE:	November 24, 2021
TO: BOARD OF COMMISSIONERS		FROM: Brent Winters, Operations Manager	
GENERAL MANAGER APPROVAL			
ATTACHED DOCUMENTS		1. Operations Department Report	
		2. Status of District Water & Sewer Systems	
TYPE OF ACTION REQUESTED	RESOLUTION <input type="checkbox"/>	FORMAL ACTION/ MOTION <input type="checkbox"/>	INFORMATIONAL /OTHER <input checked="" type="checkbox"/>

**BACKGROUND / EXPLANATION OF IMPACT**

Updated information regarding District operations in advance of the Board meeting.

**FISCAL IMPACT**

None.

**RECOMMENDED BOARD ACTION**

None required.

**PROPOSED MOTION**

None.



# Lake Whatcom Water & Sewer District Operations & Maintenance Department Report

Prepared for the November 24, 2021 Board Meeting  
Data Compiled 11/18/21 by RH, BW, RM

State Required Report Status														
Monthly Reports														
Name Of Report		Completed												
Chlorination Report Agate Heights Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x	x	x	x	x	x	x		
Surface Water Treatment Rule Report (SVWTP) Prepared by: Kevin	Postmarked by the 10th of month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
		x	x	x	x	x	x	x	x	x	x	x		
Annual Reports														
Name Of Report	Deadline	Completed												
WA State Cross Connection Report Prepared by: Rich	May	May 4, 2021												
OSHA 300 Log Prepared by: Rich	February 1	February 18, 2021												
Water Use Efficiency Performance Report Prepared by: Kevin	July 1	January 24, 2021												
Community Right to Know (Hazardous Materials) Prepared by: Rich & Brent	March 31	February 28, 2021												
Consumer Confidence Reports Prepared by: Kevin	June 30	Geneva		SV		EagleR		Agate Ht						
		5/21		5/21		5/21		5/21						
Other Reports														
Name Of Report	Deadline	Last Completed												
CPR/First Aid Training Coordinated by: Rich	Due Biennially Next Due 2023	March 23, 2021												
Flagging Card Training Coordinated by: Rich	Due Triennially Next Due 2022	June 6, 2019												

<b>Safety Program Summary</b>			
Completed by Rich Munson & Brent Winters			
<b>Summary of Annual Safety Training</b>			
<i>2021 Testing Period - Jan 1, 2021 to May 1, 2021</i>			
	Enrollments	Completions	% Complete
Engineering - Managers	81	81	100%
Engineering - Staff	28	28	100%
Field Crew - Managers	43	43	100%
Field Crew - Staff	328	328	100%
Office - Staff	96	96	100%
<b>Overall</b>	<b>576</b>	<b>576</b>	<b>100%</b>

Safety meetings for the field crew take place every Friday at 7 a.m.

Dates of Completed Safety Committee Meetings						
1/28/2021	5/27/2021	9/30/2021				
2/23/2021	6/24/2021	10/26/2021				
3/25/2021	7/29/2021	11/18/2021				
4/22/2021	8/26/2021					
Summary of Work-Related Injuries & Illnesses						
	Current Month	2021	2020	2019	2018	2017
Total Number of Work Related Injuries Defined as a work related injury or illness that results in: • Death • Medical treatment beyond first aid • Loss of consciousness • Significant injury or illness diagnosed by a licensed health care professional • Days away from work (off work) • Restricted work or job transfer	0	0	0	0	0	1
Total Number of Days of Job Transfer or Restriction (light duty or other medical restriction)	0	0	0	0	0	13
Total Number of Days Away from Work (at home, in hospital, not at work)	0	0	0	0	0	4
Near Misses	0	0	0	2	2	1
Safety Coordinator Update						

**Status of District Water and Sewer Systems**  
**Prepared by Brent Winters Operations and Maintenance Manager**  
**11/24/2021 Board Meeting**

<b>Safety Activities</b>	
<ol style="list-style-type: none"> <li>1. No time-loss injuries or near misses.</li> <li>2. Daily safety reminders directly relevant to the day's tasks.</li> <li>3. Jobsite tailgate meetings by project lead.</li> </ol>	
<b>Water Utility Activities</b>	
<i>Water Treatment Plants</i>	
<ol style="list-style-type: none"> <li>1. Sudden Valley               <ol style="list-style-type: none"> <li>a. Plant is operating well, averaging 0.50 million gallons per day (MGD).</li> <li>b. Rain storm increased raw water turbidity exponentially. Plant is handling changes to raw water well. Storm did not stop operation of the plant.</li> </ol> </li> <li>2. Agate Heights               <ol style="list-style-type: none"> <li>a. Plant is operating well.</li> <li>b. Storm caused power outage but generators kept plant and boosters in operation.</li> </ol> </li> </ol>	
<i>Distribution System</i>	
<ol style="list-style-type: none"> <li>1. Storm had no immediate effect on the system. Wash out on Polo Park has compromised the road and we are monitoring the water main located in the road bed.</li> <li>2. Concern regarding potential for near future system leaks based on the amount of water moving through the ground.</li> </ol>	
<b>Sewer Utility Activities</b>	
<i>Lift Stations</i>	
<ol style="list-style-type: none"> <li>1. North Point lift station has both pumps pulled for repair. Bypass pump is in place.</li> <li>2. All other lift stations are in normal operation.</li> <li>3. Working on lift station recovery issues such as cleaning the debris from the bottom of the wet wells and minor repairs to instrumentation.</li> </ol>	
<i>Collection System</i>	
<ol style="list-style-type: none"> <li>1. Inspecting off road manholes for erosion.</li> </ol>	
<b>On Fleet</b>	
<i>Vehicles</i>	
<ol style="list-style-type: none"> <li>1. All vehicles are ready to go to work.</li> </ol>	
<i>Equipment</i>	
<ol style="list-style-type: none"> <li>1. All equipment is ready to go to work.</li> </ol>	
<b>Facilities</b>	
<i>Shop Building</i>	
<ol style="list-style-type: none"> <li>1. Shop survived rainstorm without issue.</li> </ol>	
<b>Training</b>	
<ol style="list-style-type: none"> <li>1. Nothing new to report.</li> </ol>	
<b>Development</b>	
<ol style="list-style-type: none"> <li>1. Inspector is actively working with thirteen (13) permit holders making connection to our system. The majority of them will carry over to next year.</li> </ol>	